

**City of Pinconning Downtown Development Authority**

Meeting Minutes

January 3, 2023

In Person – Community Building

Meeting called to order at 5:04 pm

**Members Present:** Chairman Brian Saha, Treasurer Josh Klee, Secretary Tricia Foldie, Lorie Szyperski, Lynn Snyder, Rebecca Streich

**Members Absent:** Vice Chairman Matt Hycki, Cliff Holland, Mayor absent.

**Quorum Present**

**Approval of Minutes:** Minutes from December 6, 2022, were reviewed.

Motion made by Lorie Szyperski to approve December 6, 2022, minutes.

**Second by** Rebecca Streich

**Discussion:** None

**Motion Carried**

**Treasurer Report:** Treasurer's report was reviewed showing a balance in the bank of \$61,716.29 as of 12/31/2022.

Motion made by Tricia Foldie to approve the treasury report.

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

**Presentations: None**

**Old Business:**

- A. **Community Building & Parks:** Tricia Foldie is waiting for a response from MBS title on where they are at with finishing the title work for the Community Center. Brian has the Gordons account opened to purchase cleaning material for the Community Center. Amy Bromberg is having people come into City Hall to make payments on renting the Community Center without documentation showing how much they owe. Brian will be working with Cliff on a system to have our contract signed for every rental request. This will then be presented to Amy.
- B. **Gateway Signs:** Lorie is looking for recommendations for things to put on the signs.
- C. **Streetscape Projects & Improvement/Christmas Decorations:** Lorie Szyperski will be getting quotes for the flowerbed upkeep. The city will be getting the Christmas decorations down.
- D. **Web Status/Updates:** No update
- E. **City of Pinconning Marketing Plan Discussion:** No Update.
- F. **Required State of Michigan DDA Reporting:** Brian Saha will be getting these dates scheduled.
- G. **City Management Agreement Status:** Brian Saha is working with Becky on this.
- H. **Blight Building Update:** No Update.
- I. **City Park Improvement:** Andy Bergeron will be getting us quotes on additional project needs.
- J. **2022/2023 Fiscal Year Budget:** No Update
- K. **Grant Opportunities:** No update
- L. **Bay Future Investment Information:** No Update.
- M. **Board Vacancies:** The DDA will be asking the new Library Manager if they are interested in joining the DDA board.
- N. **Gordon Food Account Application:** This account is open.

**O. Community Building Cleaning:** Josh made a motion to hire Tonya Vaynes to clean the Community Center for \$50.00 an hour twice a month.

**Second by** Lorie Szyperski

**Further Discussion:** None **Motion Carried**

**New Business:**

**A. Bills and Accounts to Pay:** \$1,500 for SJ Digital, \$181.90 for the Community Center Utility Bill, \$703.05 for the Community Center Consumers Bill, Consumers Energy for \$43.48, \$51.67 and \$47.91 for the gateway signs, \$11,400.00 for Servinski Sod Service for the ball fields. \$7,200.00 for Bock Electrics work on the light poles. There are still at least 3 poles not working and Bock is aware of this and still working on them.

Motion made by Lorie Szyperski to approve the bills presented.

**Second by** Josh Klee **Further Discussion:** None **Motion Carried**

**Public Comment:** Brian will be collecting the availability from each DDA board member to work on a time and day that would work best for everyone to hold future meetings.

**Adjournment:** Motion by Josh Klee to adjourn the meeting.

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

Meeting adjourned at 5:48 pm

**Next Meeting February 13, 2023 at approximately 5:00pm at Community Center**

Respectfully submitted by Tricia Foldie, DDA Secretary

Minute Approved                     *Brian*                     Date 2/13/23

Brian Saha, Chairperson

**City of Pinconning Downtown Development Authority**

Meeting Minutes

February 13, 2023

In Person – Community Building

Meeting called to order at 3:33 pm

**Members Present:** Chairman Brian Saha, Secretary Tricia Foldie, Lorie Szyperski, Cliff Holland, Lynn Snyder, Rebecca Streich, Sherri Boettcher.

**Members Absent:** Vice Chairman Matt Hycki, Treasurer Josh Klee.

**Quorum Present**

**Approval of Minutes:** Minutes from January 3, 2023, were reviewed.

Motion made by Sherri Boettcher to approve January 3, 2023 minutes.

**Second by** Rebecca Streich

**Discussion:** None

**Motion Carried**

**Matt Hycki joined our meeting.**

**Treasurer Report:** Treasurer's report was reviewed showing a balance in the bank of \$55,397.31 as of 1/31/2023.

Motion made by Tricia Foldie to approve the treasury report.

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

**Presentations:**

Lynn Snyder made a motion to accept the breakdown of the line items recommended by the City Treasurer.

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

**Old Business:**

- A. **Community Building & Parks:** The front entrance, roof and side rails are the final projects for the Community Building. Once those are completed the basement will be reviewed for possible updates.

Cliff Holland made a motion to use a short form for basketball rentals which will include information on liability.

**Second by** Sherri Boettcher **Discussion:** None **Motion Carried**

Tricia provided update on the Deed for the Community building. The payment to MBS Title was approved to be paid in December but a check was never cut. MBS is emailing Tricia the Deed and then it needs to be signed and sent to register of deeds. Once it is recorded MBS will process the final paperwork. Brian has requested the we have our Attorney review it prior to collecting signatures.

- B. **Gateway Signs:** No Update
- C. **Streetscape Projects & Improvement/Christmas Decorations:** Lorie Szyperski is gathering options for landscaping for this spring.
- D. **Web Status/Updates:** No update
- E. **City of Pinconning Marketing Plan Discussion:** No Update.
- F. **Required State of Michigan DDA Reporting:** First public meeting will be held at 3:15 on March 13, 2023. The second public meeting will probably be held in May.

- G. **City Management Agreement Status:** Reviewed the City's request for annual agreement. The amount presented does not add up correctly and at this time the board does not agree with the proposed amount. We will be working with the city to come up with an agreed amount.
- H. **Blight Building Update:** The corner property will be going up for auction in August.
- I. **City Park Improvement:** No Update.
- J. **2022/2023 Fiscal Year Budget:** Discussed during Treasury Report review.
- K. **Grant Opportunities:** No update
- L. **Bay Future Investment Information:** Trevor Keyes joined the meeting. Bay Future has introduced us to several individuals that can provide services. Michelle Judge is a great contact that can assist small businesses. There is also a new grant through the State of Michigan coming out. This grant will have three categories with assisting with project up to one million dollars. One category that Trevor believes will be beneficial is an opportunity to help approve public spaces.

**Tricia Foldie had to adjourn the meeting at 4:20 pm**

**M. Board Vacancy.** Dacy Willard from the Bay County Library was present to discuss board appointment for filling Linda Austin vacancy. Discussion followed.

Motion by Sherrie Boettcher/Support by Cliff Holland, to recommend to City Council appointment of Dacy Willard to complete the remaining term of Linda Austin, with term ending 2025 for DDA and Brownfield Board of Directors. Motion approved.

**N. Gordons Vendor Account Approved** for use to purchase cleaning and paper supplies for Community Building.

**Q. Cleaning Service for Community Building update.** Tonya Baynes completed the first cleaning service for the Community Building, and worked 4hrs at a rate of \$50/hr. Discussion followed.

**New Business:**

- A. Bills and account to pay. Consumers Energy: CB \$928.65, Welcome Signs \$146.05; My Members Insurance Agency for renewal of DDA Insurance Policy, Annual \$5460.00; MBS Title-Community Building Title Transfer from City to DDA formalization, 692.30; Franks Hardware \$75.12; Michigan Downtown Association annual membership, \$125.00; Point and Pay for City Credit card processing, \$50.00.

Motion by Sherrie Boettcher/Support by Cliff Holland, to authorize payment of invoices presented. Motion approved.

- B. Franks Hardware Michigan Sales & Use Tax Certificate of Exemption form and authorization of those approved to charge for supplies purchased for the DDA account there was presented. Motion by Cliff Holland/Support by Sherrie Boettcher, to approve & authorize charge account at Franks Hardware for purchase of supplies by those persons presented on credit application form. Motion approved.

**Public Comment:** Lynn Snyder provided comment on "For Rent" sign on community building needed to larger and more visible. Discussion followed.

New meeting time and date discussed. Consensus for next meeting is Monday, 3/6/23, at 3:15pm, at the City Hall.

Motion to Adjourn meeting at 4:41pm, Motion by Sherrie Boettcher/Support by Lorie Szyperski, to adjourn meeting. Motion approved.

**Next Meeting March 6, 2023 at 3:15 at City Hall**

Respectfully submitted by Tricia Foldie, DDA Secretary

Minute Approved  Date 3/6/23

**Brian Saha, Chairperson**

**City of Pinconning Downtown Development Authority**

Meeting Minutes

March 6, 2023

In Person – Pinconning City Hall

Meeting called to order at 3:15 pm

**Members Present:** Chairman Brian Saha, Secretary Tricia Foldie, Lorie Szyperski, Rebecca Streich, Dacy Willard, Sherri Boettcher

**Members Absent:** Vice Chairman Matt Hycki, Treasurer Josh Klee, Cliff Holland, Lynn Snyder

**Quorum Present**

**Approval of Minutes:** Minutes from February 13, 2023, were reviewed.

Motion made by Sherri Boettcher to approve February 13, 2023, minutes.

**Second by** Rebecca Streich

**Discussion:** None

**Motion Carried**

**Treasurer Report:** Treasurer's report was reviewed showing a balance in the bank of \$55,793.48 as of January 31, 2023.

Motion made by Tricia Foldie to approve the treasury report.

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

Cliff Holland arrived at 3:19pm.

**Presentations:** Amy Bromberg presented on behalf of the Pinconning Youth Group. She received a quote for replacing the bleachers around the ball fields. The material needed will cost \$3,657.90 from Sequin Lumber.

Lorie Szyperski made a motion to cover the cost of \$3,675.90 for replacing the bleachers.

**Second by** Sherri Boettcher **Discussion:** None **Motion Carried**

Matt Hycki arrived at 3:22pm.

**Old Business:**

- A. **Community Building & Parks:** The warranty deed for the Community Center has been submitted to the city for review.  
**Cliff is working with Ellen on a short form for the rentals.** Amy asked about a rental agreement from Stephanie Lee. It was confirmed that she originally filled out the agreement as a non-profit but is using a different facility.
- B. **Gateway Signs:** No Update
- C. **Streetscape Projects & Improvement/Christmas Decorations:** No Update
- D. **Web Status/Updates:** Amy expressed concerns about the pictures of the County Parks rather than the City Parks. Amy also questioned the cost of maintaining our website. Rebecca will put together a list of what needs to be done monthly to our website and then we will look in to getting quotes to save money on this monthly expense.
- E. **City of Pinconning Marketing Plan Discussion:** No Update.
- F. **Required State of Michigan DDA Reporting:** First meeting was held on March 6, 2023.
- G. **City Management Agreement Status:** No Update
- H. **Blight Building Update:** No Update.
- I. **City Park Improvement:** See Presentation.

- J. **2022/2023 Fiscal Year Budget:** Amy Bromberg sent revision. One line that needs to be corrected is membership dues need to change from \$300.00 to \$625.00. Further discussion needed on increasing the contribution made to the city for maintenance.
- K. **Grant Opportunities:** No update
- L. **Bay Future Investment Information:** No Update.

**New Business:**

- A. **Bills and Accounts to Pay:** \$900.00 for snow removal. City admin fees for \$2,500.00. Community Center Cleaning on February 6<sup>th</sup>, 20<sup>th</sup> and March 6<sup>th</sup> two hours each time along with cleaning supplies totaling \$72.71. Franks Hardware for \$14.99. Consumers for the gateway signs, \$43.04, \$49.73, \$45.79.

Motion made by Cliff Holland to approve the bills presented.

**Second by Rebecca Streich Further Discussion: None Motion Carried**

**Public Comment:** Amy Bromberg asked Tricia Foldie is there was an option for the DDA to start earning interest. Tricia will be reviewing account options.

**Adjournment:** Motion by Rebecca Streich to adjourn the meeting.

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

Meeting adjourned at 4:23 pm

**Next Meeting April 3, 2022, at approximately 3:30pm at City Hall**

Respectfully submitted by Tricia Foldie, DDA Secretary

Minute Approved                     AS                     Date 4/3/23

**Brian Saha, Chairperson**

## Downtown Development Authority Meeting – Public Forum

Minutes March 6, 2023

Public meeting called to order at 3:04pm.

**Roll Call: N/A**

**Items for Discussion:**

- A. **Treasurers Report:** March 6, 2023, reviewed showing an ending bank balance of \$52,791.48.
- B. **City of Pinconning Downtown Development Authority – Project Summary:**

**The following projects were completed.**

2022/23	Welcome Sign Maintenance-install culvert M-13 south location	DDA	\$ 3,101.00	Streetscape/Beautification/Promotion
2022	Demolition of Oullette Building \$22500/ pay per year 50% 2022/2023	CITY	\$ 10,600.00	Demolition Blight/City Assist.
2022/23	City of Pinconning payment Point & Pay-processing solution-550/mth	CITY	\$ 800.00	CITY/DDA JOINT PROJECT
2022/23	Web Site Dev & Maint for City and DDA-	CITY/DDA	\$ 3,000.00	CITY/DDA JOINT PROJECT-PROMOTION
2022	Street Light Repair & Maint. In DDA District-Book Elect.	CITY	\$ 5,598.86	Streetscape/Beautification/Promotion
2022/23	Sidewalk Snowremoval Contracts- 8A-15 corridors 1st Laumanceva	CITY	\$ 600.00	Streetscape/Beautification/Promotion
2022	Servindia Sod Service-Ballfield Infield Project Update @ Park	PINCONNING YOUTH LEAGUE	\$ 11,400.00	City Recreation Project
2022	Street Light Repair & Maint. In DDA District-Book Elect.	CITY	\$ 7,100.00	Streetscape/Beautification/Promotion
2022/23	Web Site Dev & Maint for City and DDA-	CITY/DDA	\$ 1,500.00	CITY/DDA JOINT PROJECT-PROMOTION
2022/23	Community Bld. Title Transfer -City to DDA project	DDA/CITY	\$ 692.30	DDA Property Project
2022/23	Operational Cost to Maintain Community Building & Welcome Signs	DDA	\$ 5,669.64	Streetscape/Beautification/Promotion

Over the past eight years, the DDA has invested in projects in the City of Pinconning in the amount of \$542,430.00, which is an average of \$67,803.75 per year. Of that annual average project investment, \$30,845.05 per year, was expended for "City Public Works Project" that include street and infrastructure improvements, streetlight LED conversion to conserve energy, beautification projects and recreation/park improvements. Review the 8-year history project accomplishment list for details on these accomplishments. Over the life of the City of Pinconning DDA since 1990, a total estimated \$3,044,430.00 in project investments has been accomplished by the DDA. Based on an average of \$27,000.00 of TIFA proceeds generated by city commercial property tax captured within the DDA district, this generates a Return on Investment of 313.99% annual return. A great proactive planning tool and result for the City of Pinconning!

Second public meeting scheduled for June 2023.

Meeting adjourned at 3:10 pm

Respectfully submitted by Tricia Foldie, DDA Secretary

Minute Approved  Date 4/3/23

**Brian Saha, Chairperson**



## City of Pinconning Downtown Development Authority

Meeting Minutes

April 3, 2023

In Person – Pinconning City Hall

Meeting called to order by Chairman Brian Saha at 3:33pm

Members Present: Kristin Boetefuer filling in for Mayor Boettcher, Brian Saha, Becky Streich, Lorie Szypeski, Lynn Snyder, Josh Klee, Dacy Willard, Clif Holland

Members Absent: Matt Hycki, Tricia Foldie

Quorum Present

Minutes from prior meeting: Motion to approve by Streich, supported by Willard. Motion Carried

Treasurers report presented: Motion to approve by Szypeski, supported by Snyder. Motion Carried.

### Presentations:

Sam from Evolution Digital was sick and could not attend this meeting to present, she did send a new proposal for web maintenance of \$3,000/year without the social media work. Discussion followed. Klee thinks we should drop the social media portion of the agreement. Szypeski had some concerns about not continuing the web maintenance portion. Streich checked the website today and reported that it had not been updated in a long time, possibly since 2018. There were only 43 Facebook posts in the last 3 months. A question was brought up about DDA owning the domain. Klee will check into the domain ownership. Brian will invite Sam to the next meeting.

Trevor Keyes from Bay Futures spoke about website requirements for DDA's. Would a page on City website be easier? Maybe focus more on social media because that is where the people are. He mentioned a website called "Catch-a-fire" that may be helpful.

### Old Business:

Community building: Sunday men's league, Wednesday league may be starting soon. Discussion about softball/baseball use of the building and risks involved (possible damage). Great Lakes Elite wanted to use it for softball. There was mention of past supervision issues. Holland made a motion to not allow softball/baseball in the building, supported by Szypeski. Motion carried.

Community building deed is ready to be signed and transferred officially to DDA.

There was discussion of ownership of the building. Will Friends of the Community Building group take over ownership eventually? Need to discuss with them. Klee asked are any grants

tied to DDA ownership? Amy asked if there may be any other groups interested in working with the Friends group.

Brian talked about the cleaning of the building. Currently paying \$50/hour at an average of 2 hours each time. Should we continue? We will need to discuss further and decide. No changes were made at this meeting.

Brian said the Gordon's food account has been approved but no credit will be extended to City's. He will check with KSS instead.

Lorie mentioned flag brackets are missing. Becky will check on them. Lorie also discussed the city flower beds. There are 38 flowers and 24 grasses. Could we get volunteers to water them? Lorie made a motion to replace 5 gardens along M13 in the city with flowers and Spirea & grasses at a cost of \$200 each or \$1000 total. Supported by Streich. Motion Carried.

Saha: Public info meeting to be held in June.

Saha: West field bleachers have been replaced at Doc Letchfield park.

Budget: Saha said we must approve the DDA budget at this meeting so the City Council can ratify it their next meeting. Saha reviewed budget items. Szyperski made a motion to accept the budget with amendment of line item for summer maintenance to \$7000 to the city for street and park maintenance & beautification. Supported by Holland. Motion carried.

Trevor Keyes provided an update on Bay Future Inc. There will be an annual meeting next week on Thursday at noon.

Bills & Accounts: Consumers Energy \$138.07, City Water \$165.00, Point & Pay \$50.00, Consumers Energy (community building) \$737.33, Food services license \$257.00. Klee made a motion to pay the bills as presented by Saha. Supported by Streich. Motion carried.

Holland discussed the park master plan status.

No public comment.

Holland made a motion to adjourn. Supported by Szyperski. Motion Carried.

Adjourned at 5:04pm.

Next Meeting May 8, 2023, at approximately 3:30pm at City Hall

Respectfully submitted by Josh Klee, DDA Treasurer.

Minute Approved                     *B Saha*                     Date 5/8/23

Brian Saha, Chairperson

**City of Pinconning Downtown Development Authority**

Meeting Minutes

May 8, 2023

In Person – City Hall Meeting called to order at 3:33 pm

**Members Present:** Chairman Brian Saha, Vice Chairman Matt Hycki, Secretary Tricia Foldie, Lorie Szyperski, Rebecca Streich, Lynn Snyder, Sherri Boettcher

**Members Absent:** Treasurer Josh Klee, Cliff Holland, Dacy Willard

**Quorum Present**

**Approval of Minutes:** Minutes from April 3, 2023, were reviewed. Motion made by Lorie Szyperski to approve April 3, 2023, minutes. **Second by Sherri Boettcher Discussion: None Motion Carried**

**Treasurer Report:** Treasurer's report was reviewed showing a balance in the bank of \$53,318.41 as of March 31, 2023. Motion made by Tricia Foldie to approve the treasury report.

**Second by Rebecca Streich Discussion: None Motion Carried**

**Presentations:** A presenter from Knights of Columbus requested to use the Community Building for their blood drive. This is held on Wednesday's every 8 weeks. They would start setting up at noon and be out at 7:30. They will need 3-4 tables and 12 chairs. The dates scheduled for 2023 are June 21<sup>st</sup>, August 16<sup>th</sup>, October 18<sup>th</sup> and December 20<sup>th</sup>.

Lorie Szyperski made a motion to allow the Knights of Columbus to use the Community Building for their blood drives as requested.

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

Sam with S.J. Digital presented options to help reduce the cost of maintaining our website and social media. Sam's recommendation is to remove the social media services and keep the website administration services. Tricia mentioned concern about removing the social media since social media is a high traffic resource. Sam recommended not leaving social media but instead of her maintaining the sites having 3 board members become admins. The three social media sites being used are Twitter, Instagram, and Facebook. However, Instagram and Facebook are the two more popular sites. Sam has requested pictures be sent to her to update the website. Tricia, Matt, Amy and Rebecca offered to be admins for the social media sites.

Lynn Snyder made a motion to keep Sam with S.J. Digital as the DDA's website administrator and have Tricia, Matt, Amy and Rebecca become the social administrators for the social media sites.

**Second by Tricia Foldie Further Discussion: None Motion Carried**

Sherri Boettcher requested the DDA to cover the cost of a bounce house/water slide for the City block party. This will be held July 15<sup>th</sup> 11:00-4:00 on Kaiser.

Tricia Foldie made a motion to cover the cost of the bounce house water slide for the City Block Party.

**Second by Rebecca Streich Further Discussion: None Motion Carried**

**Old Business:**

- A. **Community Building & Parks:** Reviewed the usage of the Community Center along with project updates still needed. The front and side door installation still needs to be complete. On the wish list for future updates is the roof and gym floor. The gym floor was done by the Pinconning School in the past.

The deed still needs to be signed by the city. Once this is signed the title company will be able to record it. Sherri said she will need to discuss this with the City Manager.

Amy Bromberg said she still isn't seeing contract regularly for the rentals. We discussed the option of adding a calendar for the Community Center on the website so they can see what is available.

Sherri asked about selling the Community Center. The DDA's hope is that the updates the Friend of the Community Center are doing will help bring in more rentals. Which will help with eventually selling the building.

- B. **Gateway Signs:** No Update
- C. **Streetscape Projects & Improvement/Christmas Decorations:** Lorie talked to Amy about getting help from the city to get flags put up on the poles for Memorial Day. Amy agreed to assist with this. There was also a discussion on the cages around the trees between H & H Bakery and Forwards. Lorie asked for them to be removed but is going to make sure there aren't holes where the trees used to be.  
Lorie worked out a plan on getting the flowers and grass planted and watered. Lorie made a motion to increase the amount for the flowers from \$1,000.00 to \$2,200.00 to expand the flowers through all of M-13.  
**Second by Matt Hycki Further Discussion:** Sherri asked why downtown isn't being done. Lorie explained that the flower beds downtown have been better maintained. **Motion Carried**
- D. **Web Status/Updates:** See presentation.
- E. **City of Pinconning Marketing Plan Discussion:** No Update.
- F. **Required State of Michigan DDA Reporting:** This will be held on June 5, 2023, at 3:15.
- G. **City Management Agreement Status:** This has been reviewed and needs to be reviewed by the City Council.
- H. **Blight Building Update:** The property on Kaiser Street will be going up for auction in the fall.
- I. **City Park Improvement:** The Pinconning Youth League bleachers have been updated and they have raised \$22,000.00 for the lighting project.
- J. **2022/2023 Fiscal Year Budget:** No Update
- K. **Grant Opportunities:** No update
- L. **Bay Future Investment Information:** A presentation was provided by Bay Future on the Rap Grant. This is a grant opportunity to help with planned projects. This grant does require a one-on-one match.

**New Business:**

- A. **Bills and Accounts to Pay:** Tri City Bounce for \$425.00, \$553.70 for the Community Center, Cleaning by Tonya Bayne's and cleaning supplies totaling \$470.13, Sequin Lumber \$3,657.90, Consumer Energy for the Welcome Signs for 45.79, 52.21 and \$48.50, Point & Pay \$50.00.  
Motion made by Lorie Szyperki to approve the bills presented.  
**Second by Rebecca Streich Further Discussion: None Motion Carried**

**Public Comment:** Amy Bromberg spoke about money being available at the County level Brownfield.

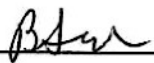
**Adjournment:** Motion by Tricia Foldie to adjourn the meeting.

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

Meeting adjourned at 4:52 pm

**Next Meeting June 5, 2023, at approximately 3:30pm at City Hall**

Respectfully submitted by Tricia Foldie, DDA Secretary

Minute Approved \_\_\_\_\_  \_\_\_\_\_ Date 6/6/23 Brian Saha, Chairperson

**City of Pinconning Downtown Development Authority**

Meeting Minutes

June 6, 2023

In Person – City Hall

Meeting called to order at 4:01 pm

**Members Present:** Chairman Brian Saha, Secretary Tricia Foldie, Lorie Szyperski, Rebecca Streich, Lynn Snyder, Sherri Boettcher

**Members Absent:** Vice Chairman Matt Hycki, Treasurer Josh Klee, Cliff Holland, Dacy Willard

**Quorum Present**

**Approval of Minutes:** Minutes from May 8, 2023, were reviewed. Motion made by Sherri Boettcher to approve May 8, 2023, minutes. **Second by** Rebecca Streich **Discussion:** None, **Motion Carried**

**Treasurer Report:** Treasurer's report was reviewed showing a balance in the bank of \$52,294.64 as of April 30, 2023. Motion made by Sherri Boettcher to approve the treasury report along with allowing Amy to make budget amendments to end the fiscal year.

**Second by** Rebecca Streich **Discussion:** None **Motion Carried**

**Presentations:** Craig spoke to the board about his project to create a plan for the Lietchfield Park. In order to submit Grant requests, they need an official park plan created and this will cost \$15,000. Part of the plan is to create a better parking situation. Craig has already been able to get \$13,500 donated from multiple organizations including Bay Area Community Foundation, Chamber, Pinconning Arts, Pinconning Youth League and Pinconning Soccer League. Craig requested the DDA to donate the additional \$1,500 needed.

Lorie Szyperski made a motion to donate \$1,500.00 toward the master plan for Lietchfield Park.

**Second by** Rebecca Streich **Discussion:** None **Motion Carried**

Sherri requested to review the day of the week for the meeting in order to have more board members join. Brian is going to find out what would work best for everyone, and it will be discussed again at the next meeting.

**Old Business:**

- A. **Community Building & Parks:** Rental Agreements are being worked on by Cliff and Ellen. They are updating the short form.  
The Deed has been recorded.  
The Friend of the Community Center have applied for additional grants to continue to make improvements to the building.  
The city will no longer be handling rental payments for the DDA. Amy and Becky feel that they are still not receiving adequate rental paperwork for auditing purposes.  
Sherri talked about wanting to see more rental income coming in and feels that if there isn't enough rental income coming in to cover the expenses in one year the board needs to make a decision on what to do with the building. The City Manager doesn't feel the building is being used. The DDA spoke about how non-profits are not being charged to use the building and right now there are several non-profits using it.  
Sherri Boettcher made a motion to spend up to \$200.00 for a large rental sign that can be moved to different events.
- B. **Gateway Signs:** No Update

- C. **Streetscape Projects & Improvement/Christmas Decorations:** Lori is working with the city on getting a system in place to water the flowers. She had several volunteers come out to help plant the flowers.
- D. **Web Status/Updates:** Tricia has access to the social media accounts and will be starting to update those.
- E. **City of Pinconning Marketing Plan Discussion:** See Presentation.
- F. **Required State of Michigan DDA Reporting:** This was held prior to this meeting.
- G. **City Management Agreement Status:** City Manager and DDA Chair is working on get this finalized.
- H. **Blight Building Update:** No Update.
- I. **City Park Improvement:** See Presentation.
- J. **2022/2023 Fiscal Year Budget:** Spoke about this during the treasurer's report.
- K. **Grant Opportunities:** No update
- L. **Bay Future Investment Information:** Trevor is available to assist the City in any grant opportunities & processes that the city may qualify. Becky confirmed that she has been in contact with him.

**New Business:**

- A. **Bills and Accounts to Pay:** Consumers \$241.93, Consumers for the gateway signs \$44.84, \$47.09, \$50,66, Bounce House \$425.00, Cleaning for the Community Building \$100.00 for 5/14/23 and \$100.00 for 5/30/23, \$2,279.85 for the flowers, this will need to be split and paid to multiple people.

Motion made by Lorie Szyperski to approve the bills presented.

**Second by Tricia Foldie Further Discussion: None Motion Carried**

Sherri Boettcher made a motion to allow Amy to have ACH set up for Consumers.

**Second by Rebecca Streich Further Discussion: None Motion Carried**

Pinconning Arts Council donated cleaning supplies for the Community Building.

**Public Comment:** Tricia Foldie presented information on an In Cash Sweep (ICS) account at Independent Bank. This can be attached to the DDA's account, and it will sweep everything down to \$1,000.00 into a separate account. The ICS will earn competitive interest. When bills are paid the money will automatically be swept back into the account to cover the bills.

Lorie Szyperski made a motion to approve an ICS to be set up at Independent Bank.

**Second by Sherri Boettcher Further Discussion: None Motion Carried**

**Adjournment:** Motion by Sherri Boettcher to adjourn the meeting.

**Second by Tricia Foldie Further Discussion: None Motion Carried**

Meeting adjourned at 5:04 pm

**Next Meeting July 3, 2022 at approximately 3:30pm at City Hall**

Respectfully submitted by Tricia Foldie, DDA Secretary

Minute Approved                     *Bd*                     Date 7/10/23

**Brian Saha, Chairperson**

**City of Pinconning**  
**Downtown Development Authority Meeting – Public Forum**  
 Minutes June 6, 2023

The public meeting was called to order at 3:49pm.

**Roll Call: N/A**

**Items for Discussion:**

- A. **Treasurers Report:** March 31, 2023, reviewed showing an ending bank balance of \$53,103.41.
- B. **First Public Meeting held 3/6/2023.**

**Reviewed the TIFA map along with the TIFA Capture Estimate:**

The DDA "Tax Increment Financing Plan" was passed by council on 4-4-1990, which authorized collection of tax proceeds from city, county, school and Delta College millages from real property valuation of \$4,485,750.00 for the base year of 1988, on commercial properties within the city of Pinconning district. Our first "TIFA" proceeds were collected in August of 1990 in the amount of \$5,731.32. Currently, the real property valuation base has appreciated to \$6,775,138.00, which we collected on the difference of \$2,289,388.00 multiplied by the taxing unit millages which we are authorized to collect (city, county, and Delta millages) and amounts to an estimated \$59,374.82 for this fiscal year 2022/23. **Of this 2022/23 TIFA capture estimate, a breakdown by funding entity estimate is as follows, the City of Pinconning \$33,593.56, Bay County \$21,104.72, Delta College \$4,676.53. Thus \$25,781.26 of DDA TIFA funding is derived from outside the city sources.**

**The following projects were completed.**

2022/2023 DDA Fiscal Year Approved Projects		
6-Jul-22	Welcome Sign Maintenance-install culvert M-13 south location	\$ 3,101.00
7-Sep-22	Demolition of Ouillette Building \$22900/ pay per year 50% 2022/2023	\$ 10,600.00
6-Sep-22	City of Pinconning payment Point & Pay-processing solution+\$50/mth	\$ 600.00
3-Oct-22	Web Site Dev & Maint for City and DDA-	\$ 3,000.00
11-Oct-22	Street Light Repair & Maint. In DDA Distrist-Bock Elect.	\$ 5,598.86
6-Mar-23	Sidewalk Snowremoval Contract- M-13 corridore TJG Lawnservice	\$ 1,800.00
8-Dec-22	Servindski Sod Service-Ballfield Infield Project Update @ Park	\$ 11,400.00
3-Jan-23	Street Light Repair & Maint. In DDA Distrist-Bock Elect.	\$ 7,200.00
3-Jan-23	Web Site Dev & Maint for City and DDA-	\$ 1,500.00
13-Feb-23	Community Bld. Title Transfer to fulful Sale Contract -City to DDA project	\$ 692.30
Fiscal Yr to Date	Operational Cost to Maintain Community Building & Welcome Signs	\$ 8,566.35
6-Mar-23	City of Pinconning Administration Fee	\$ 2,500.00
8-May-23	Streetscape Beautification for Summer Flower planting in district	\$ 2,200.00
8-May-23	Park Ballfield Bleacher Repair Project PYLO	\$ 3,697.84
8-May-23	Block Party City Support July Bouncy House Rental	\$ 425.00
	<b>2022/2023 Fiscal Year- Total Approved Projects July 2022-May 23</b>	<b>\$ 62,881.35</b>

Meeting adjourned at 3:10 pm

Respectfully submitted by Tricia Foldie, DDA Secretary

Minute Approved                     *B. Saha*                     Date 7/10/23

Brian Saha, Chairperson

**City of Pinconning Downtown Development Authority**

Meeting Minutes

July 10, 2023

In Person – City Hall

Meeting called to order at 3:39 pm

**Members Present:** Chairman Brian Saha, Rebecca Streich, Lynn Snyder, Sherri Boettcher, Vice Chairman Matt Hycki, Dacy Willard

**Members Absent:** Treasurer Josh Klee, Cliff Holland, Secretary Tricia Foldie, Lorie Szyperski.

**Quorum Present**

**Approval of Minutes:** Minutes from June 6, 2023, were reviewed. Motion made by Sherri Boettcher to approve June 6, 2023, minutes. **Second by** Lynn Snyder. **Discussion:** None, **Motion Carried.**

**Approval of the Public Forum Meeting Minutes:** Minutes from the Public Forum Meeting held June 6, 2023, were reviewed. Motion made by Sherri Boettcher to approve the Public Forum Meeting June 6, 2023, minutes. **Second by** Rebecca Streich **Discussion:** None, **Motion Carried**

**Treasurer Report:** Treasurer's report was reviewed showing a balance in the bank of \$79,234.38 as of June 30, 2023. Discussion on revenue addition to tax revenues received in June to amount to \$24,821.19 and total Tax Revenues for fiscal year 22/23 reconciliation by Brian Saha. Motion made by Sherri Boettcher to approve the Treasurers Report, **Second by** Matt Hycki. **Discussion:** None **Motion Carried.**

**Presentations:** Treavor Keys from Bay Futures provide an update on several items for the city. Update information on the closing of Northern Tube plant and process to recruit new potential manufacturers to occupy the plant facility. Placement of building listing information and contact with manufacturers are being sought by Bay Futures to assist in a relocation of potential manufacturers to this vacated plant. Also stated the real property is being auctioned July 24 thru July 26, 2023, by the owner. Treavor also discussed the importance of long-range planning for the city so it can quickly process grant application for those which the city may qualify and referred to the RAP 2.0 grant for park improvement as an example and to assist in planning for the next round of grant application for such opportunities. Brendan Murphy, the new city assessor was in attendance to discuss the DDA base year value discrepancy with city records vs. the establish value recorded in base year 1988 and 1997 when the DDA was establish and addition to the district for TIFA revenue calculation. Brendon will be working on this to reconcile parcels values include in the DDA district to correct city taxable value records for the DDA district to accurately calculate TIFA proceeds to the DDA.

**Old Business:**

- A. **Community Building & Parks:** Rental Agreements are being worked on by Cliff and Ellen. They are updating the short form. The Friends of the Pinconning Community Center with Ellen will be assisting Cliff Holland to administer PCC reservation records keeping and depositing rental funds for the DDA as the city administration will no longer assist the DDA in this task. The Friend of the Community Center have applied for additional grants to continue to make improvements to the building. Rental sign is ordered and will be attached to tennis court fence as reported by Lynn Snyder with total cost of \$240.00.
- B. **Gateway Signs:** No Update



- C. **Streetscape Projects & Improvement/Christmas Decorations:** Tires for water trailer were purchased and installed. Weed control was addressed to city administration and DPW to maintain along city sidewalks within the DDA district, highway and downtown corridors to de-weed and apply weed killer to prevent growth per agreement.
- D. **Web Status/Updates:** No Update.
- E. **City of Pinconning Marketing Plan Discussion:** Planning discussed with Treavor Key and the need for other plans to be updated to include a Master Plan for the city which has not been updated since the mid 1990's.
- F. **Required State of Michigan DDA Reporting:** Completed for fiscal year 2022/23
- G. **City Management Agreement Status:** Agreement with the City is executed and finalized for fiscal year 2023/24.
- H. **Blight Building Update:** No Update.
- I. **City Park Improvement:** Lighting Project funding the baseball/softball field should be realized by fall per PYLO communication.
- J. **2023/2024 Fiscal Year Budget:** Funds carry over was discussed along with the DDA base year value discrepancy with the city records and to addressed by the city assessor.
- K. **Grant Opportunities:** No update
- L. **Bay Future Investment Information:** The staff of Bay Futures is available to assist the City in any grant opportunities & processes that the city may qualify.
- M. **Monthly Meeting Date Change Discussion.** The board agreed to change the monthly meeting to second Wednesday of each month at 3:30pm to try to maximize board attendance.

**New Business:**

- A. **Bills and Accounts to Pay:** Cleaning service for the Community Bld., \$304.55, Consumers \$116.64, Consumers for the gateway signs \$56.83, \$49.62, \$47.51, City of Pinconning for Water Trailer Tire Purchase \$136.00, City of Pinconning Water & Sewer billing \$183.59, City of Pinconning Point and Pay App monthly fee \$50.00, Bock Electric \$575.00, McGraw Morris P.C. DDA Lawyer \$1330.00.  
Motion made by Rebecca Streich to approve the bills presented.  
**Second by Dacy Willard. Further Discussion: None. Motion Carried.**
- B. **DDA Base Assessment Record Question:** Discussion with City Assessor and Treasurer outlined above on this topic.
- C. **DDA Record Request for the City.** Discussion on City Council 2020 DDA renewal ordinance executed copy approved & By-Law approval 2021 minutes records requested. Also, procedure for city to assist in FIOA request of rental document for the Community Bld. discussed.

**Public Comment:** Sherri Boettcher updated the board on the Downtown Block Party for 7/15/23 event.

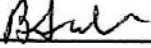
**Adjournment:** Motion by Sherri Boettcher to adjourn the meeting.

**Second by Dacy Willard. Further Discussion: None. Motion Carried.**

Meeting adjourned at 4:17 pm

**Next Meeting, Wednesday, August 9, 2023, at approximately 3:30pm at City Hall**

Respectfully submitted by Brian Saha, DDA Chairperon

Minute Approved \_\_\_\_\_  \_\_\_\_\_ Date 8/9/23

**Brian Saha, Chairperson**

**City of Pinconning Downtown Development Authority**

Meeting Minutes

August 9, 2023

In Person – City Hall

Meeting called to order at 3:17 pm

**Members Present:** Chairman Brian Saha, Secretary Tricia Foldie, Cliff Holland, Rebecca Streich, Lynn Snyder, Sherri Boettcher

**Members Absent:** Vice Chairman Matt Hycki, Treasurer Josh Klee, Lorie Szyperski, Dacy Willard

**Quorum Present**

**Approval of Minutes:** Minutes from July 10, 2023, were reviewed. Motion made by Sherri Boettcher to approve July 10, 2023, minutes. **Second by Rebecca Streich Discussion: None Motion Carried**

**Matt Hycki Arrived at 3:21**

**Treasurer Report:** Treasurer's report was reviewed showing a balance in the bank of \$79,234.38 as of June 30, 2023. A deposit of \$33,543.36 in TIFFA funds was deposited in June unexpectedly. Brian is working with Amy and Becky on figuring out why we received these funds. Amy also requested \$50.00 to order checks. Motion made by Lynn Snyder to approve the treasury report.

**Second by Sherri Boettcher Discussion: None Motion Carried**

**Presentations:** Jim from Bay Future spoke about the auction of the Northern Tube building. There was a bid made for \$600K. More information will be coming on who submitted this bid and what their plans are for the building.

**Old Business:**

- A. **Community Building & Parks:** The rear entrance railing is installed. The front of the building and roof still need some updates. Another grant opportunity is being applied for to help with these costs. Cliff said they've had more calls coming in about rentals and several events have been held this past month. Lynn mentioned wanting us to consider moving the rental sign closer to the building.
- B. **Gateway Signs:** No Update
- C. **Streetscape Projects & Improvement/Christmas Decorations:** No Update
- D. **Web Status/Updates:** Rebecca Streich still doesn't have access to Facebook. Brian will be sending Sam docs to get uploaded to our website.
- E. **City of Pinconning Marketing Plan Discussion:** Brian would like to consider revisiting the market plan for the fiscal year. The County also offers a master plan that the city can take part in.
- F. **Required State of Michigan DDA Reporting:** No Update
- G. **City Management Agreement Status:** No Update
- H. **Blight Building Update:** No Update.
- I. **City Park Improvement:** The lighting project should be done this fall. Becky is applying for a grant for additional updates including security cameras.
- J. **2022/2023 Fiscal Year Budget:** Brian has requested that the \$33,543.36 in TIFFA not be spent until we are able to confirm why we received these additional funds.
- K. **Grant Opportunities:** No update
- L. **Bay Future Investment Information:** See Presentation
- M. **DDA Base Assessment:** Brian is working on this.
- N. **DDA Records Request:** No Update

**New Business:**

**Josh Klee Arrived**

- A. **Bills and Accounts to Pay:** Consumers Welcome Signs bills not in but the average around \$50.00 each. EastEdge Graphics \$254.00 for the CBB rental sign, Arnold Sales Cleaning supplies \$313.54, cleaning services for the Community Building \$120.00 and \$120.94 which includes some cleaning supplies, Bay future annual fee \$500.00, SJ Digital April-June \$750.00 and July-September \$750.00, point and pay \$50.00, Consumers for the Community Building \$190.48. Motion made by Cliff Holland to approve the bills presented.

**Second by Rebecca Streich Further Discussion: None Motion Carried**

Sherry Boettcher made a motion to allow Amy to purchase checks up to \$50.00.

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

- B. Tricia Foldie has taken on a new position with Independent Bank and will no longer be managing the Pinconning office. Tara Marczak will be a dual manager, managing both the Standish and Pinconning office. Tara is a resident of Pinconning and would like to be considered for the secretary role.

Cliff Holland made a motion to accept Tricia’s resignation and appoint Tara Marczak to complete the rest of Tricia term.

**Second by Rebecca Streich Further Discussion: None Motion Carried**

**Public Comment:** Kristin has been a resident of the city for 4 years. Kristin wanted to thank Lorie for her work of the flowers and plants and said this is a great way for people to see our town. Kristin also said she was able to get to the community Building and said the updates look great and thanked everyone involved in making these updates happen.

**Adjournment:** Motion by Cliff Holland to adjourn the meeting.

**Second by Sherry Boettcher Further Discussion: None Motion Carried**

Meeting adjourned at 4:03 pm

**Next Meeting September 5, 2022 at approximately 3:30pm at City Hall**

Respectfully submitted by Tricia Foldie, DDA Secretary

Minute Approved                     *BS*                     Date 9/5/23

**Brian Saha, Chairperson**

**City of Pinconning Downtown Development Authority**

Meeting Minutes

September 5, 2023

In Person – City Hall

Meeting called to order at 3:51 pm

**Members Present:** Chairman Brian Saha, Treasurer Josh Klee, Secretary Tara Marczak, Lynn Snyder, Sherri Boettcher, Lorie Szyperski.

**Members Absent:** Vice Chairman Matt Hycki, Dacy Willard, Cliff Holland, Rebecca Streich.

**Quorum Present**

**Approval of Minutes:** Minutes from August 9, 2023 were reviewed. Motion made by Sherri Boettcher to approve August 9, 2023 minutes.

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

**Treasurer Report:** Treasurer's report was reviewed showing a balance in the bank of \$118,863.79 as of August 31, 2023. Brian and Amy stated that the deposit of \$33,543.36 in TIFFA funds that was deposited in June is for tax refunds and is accurate. Motion made by Sherri Boettcher to approve the treasury report.

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

**Presentations:** None.

**Old Business:**

- A. **Community Building & Parks:** MI Community Center grant was submitted for the roof. Awaiting response. Motion made by Lynn Snyder for funds from building rental to be deposited to DDA bank account on a weekly basis by either Cliff or Ellen. Returns of building deposits will be reviewed and authorized by Cliff. Cliff will notify Amy at the City Hall when a deposit needs to be returned and she will mail the renter a check. **Second by Sherri Boettcher. Discussion:** Cliff and Ellen will still maintain their rental spreadsheet. **Motion Carried.**
- B. **Gateway Signs:** Josh stated that the welcome sign by Dean Arbor is not displaying correctly. Lorie will look into this.
- C. **Streetscape Projects & Improvement/Christmas Decorations:** Lorie stated that the flower gardens need weeding. There are several businesses that are not tending to their plots as agreed. Lynn presented ideas for some beautification inspirations she saw in her travels this Summer.
- D. **Web Status/Updates:** Tara Marczak does not have access to Facebook. Sam sent a link for Tara to use however it did not work properly. Brian will reach out to Sam to have this updated.
- E. **City of Pinconning Marketing Plan Discussion:** No Update.
- F. **Required State of Michigan DDA Reporting:** No Update.
- G. **City Management Agreement Status:** No Update.
- H. **Blight Building Update:** No Update.
- I. **City Park Improvement:** The lighting project should be done this Fall however if not completed by end of 2023, the Bay Area Community Foundation grant of \$5,500 will be returned.
- J. **2022/2023 Fiscal Year Budget:** Amy updated the DDA board stating that she worked with the Assessor regarding the tax income adjustments for 2021, 2022, and 2023. She stated there is a TBD amount the DDA will owe back for 2022 and for 2023. The estimate is between \$30,000 -

\$40,000. Brian has requested that the \$33,543.36 in TIFFA not be spent as it will likely go toward this correction.

- K. **Grant Opportunities:** Awaiting response on MI Community Center grant for Community Building roof.
- L. **Bay Future Investment Information:** Trevor thanked the DDA board for their investment in Bay Future. Trevor also updated the board on the successful auction sale of the Northern Tube property. Still awaiting to hear who purchased it and what their intentions are. Trevor stated that if we know if anyone looking to start a new small business to reach out to Bay Future for assistance.
- M. **DDA Base Assessment:** See item J in minutes.
- N. **DDA Records Request:** Due to a recent FOIA inquiry Brian requested that Amy check with the City of Pinconning on their policy regarding releasing information and complying with these types of requests. This may be a new policy that the DDA board needs to adapt.

**New Business:**

- A. **Bills and Accounts to Pay:**
  - Consumers Energy Community Building \$510.39.
  - Consumers Energy Welcome signs (4471 N Huron Rd) \$70.52, (3650 N Huron Rd) \$85.63, and (1930 E Pinconning Rd) \$76.39.
  - Cleaning services for the Community Building: 8/21/23 for \$100.00, 9/4/23 for \$100.00.
  - McGraw Morris P.C. for \$384.00
  - Point and Pay \$50.00
  - DDA bank checks \$136.59.
  - Motion made by Josh Klee to approve the bills presented.
  - Second by Sherri Boettcher Discussion: None Motion Carried**
- B. Motion made by Josh Klee to add Tara Marczak and remove Tricia Foldie from the Independent Bank Pinconning DDA bank accounts effective immediately.  
**Second by Sherri Boettcher. Discussion: None Motion Carried.**
- C. Motion made by Josh Klee to appoint Tara Marczak as the DDA board Secretary for the rest of Tricia Foldie's term.  
**Second by Lorie Szyperski Discussion: None Motion Carried**

**Public Comment:** Trunk or Treat is on Friday, October 13<sup>th</sup> from 5 pm to 8 pm at East Edge Graphic.

**Adjournment:** Motion by Sherri Boettcher to adjourn the meeting.

**Second by Josh Klee Discussion: None Motion Carried**

Meeting adjourned at 4:40 pm

**Next Meeting October 3, 2023 at approximately 3:30 pm at City Hall**

Respectfully submitted by Tara Marczak, DDA Secretary

Minutes Approved                     *MS*                     Date 11/8/23

**Brian Saha, Chairperson**

**City of Pinconning Downtown Development Authority**

Meeting Minutes

November 8, 2023

In Person – City Hall

Meeting called to order at 3:30 pm

**Members Present:** Chairman Brian Saha, Secretary Tara Marczak, Lynn Snyder, Sherri Boettcher, Cliff Holland, Becky Streich

**Members Absent:** Treasurer, Josh Klee, Vice Chairman Matt Hycki, Dacy Willard, Lorie Szyperski

**Quorum Present**

**Approval of Minutes:** Minutes from September 5, 2023 were reviewed. **Motion made by Sherri Boettcher** to approve September 5, 2023 minutes. **Second by Lynn Snyder** **Discussion:** None **Motion Carried**

**Treasurer Report:** Treasurer's report was reviewed showing a balance in the bank of \$116,306.21 as of September 30, 2023. Discussion on DDA TIF overpayments received in estimated amount of \$32k +/-, due to city error of record DDA base year assessment recorded, which may have to be returned to taxing authorities funds were received from. **Motion made by Sherri Boettcher** to approve the treasury report. **Second by Becky Streich** **Discussion:** Grant and TIFFA monies still in account needing to be taken out of account. **Motion Carried**

**Presentations:**

David Tunk, President of the Pinconning Youth League Organization: They have decided that they are not completing lighting project due to lack of full funding. Needed \$40k for project. They have identified a priority update item with the scoreboards. They currently do not have working scoreboards. Funding is available and the project will start soon to add two new scoreboards to the fields. Grant Funds for lighting project received need to be returned or reallocated with approval from grant sources. David will contact grant sources about this process.

**Old Business:**

**A. Community Building & Parks:**

1. Pinconning Community Center: Friend of the Pinconning Community Center (FPCC) update. April 2023 – September 2023 usage report provided. There were 13 paid rentals for a total of 42 hours of usage. There were 23 non-profit organization rentals for a total of 102 hours.
2. Rental Requests/Lease Documents: Cliff will prepare a document for rental deposit fees to be returned to renters. He will share this document with Amy at City Hall. **Motion made by Lynn Snyder** to return the \$250.00 deposit to the Libertarian Party for their July 15<sup>th</sup> rental of the Community Building using Cliff's note authorizing this transaction. **Second by Sherri Boettcher.** **Motion carried.**
3. Grant Status: MI Community Center Grant for entrance signage and design as well as roof update. No update on grant status.
4. Requests for use of Community Building: Pinconning Community Closet will be hosting a Bridal Show on January 21<sup>st</sup> at 2 PM. YMCA/YWCA is utilizing the Community Center at no charge for basketball practices.
5. Community Building Maintenance Items: Back door has been replaced. The building has been rekeyed and keys will be redistributed to those who need them.

6. **Safe Deposit Box: Motion made by** Cliff Holland to secure 3x5 safe deposit box at Independent Bank for annual payment of \$45. Signers to be Brian Saha, Matt Hycki, Josh Klee, and Tara Marczak with payment set up to automatically come from City of Pinconning DDA account at Independent Bank. **Second by** Lynn Snyder. **Motion Carried.**
- B. **Gateway Signs:** South sign has malfunction; Brian has called for service.
- C. **Streetscape Projects & Improvement/Christmas Decorations:** Fall light post decorations should come down. Amy received a lot of compliments on the decorations throughout town. Christmas decorations going up soon. Discussion regarding having same organizations and businesses decorate their light posts for Christmas as well.
- D. **Web Status/Updates:** Tara now has access to Facebook and is updating frequently. Asked Board to email her if they have suggestions or items that need to be posted.
- E. **City of Pinconning Marketing Plan Discussion:** Recreation planning discussion. See section I below.
- F. **Required State of Michigan DDA Reporting:** No Update.
- G. **City Management Agreement Status:** No Update.
- H. **Blight Building Update:** No Update.
- I. **City Park Improvement:** Recreation planning update from Becky at City of Pinconning. Questionnaire for park wants/requests from the community being created. Should have that within next week or two. They will share that once completed. Tara will share on the Pinconning DDA Facebook page.
- J. **2022/2023 Fiscal Year Budget:** Budget amendments suggested: Interest income \$750, Misc. Income \$180, Attorney Fees \$2500, Office Supplies \$140. **Motion made by** Tara Marczak to accept the recommended budget amendments. **Second by** Becky Streich. **Motion Carried.**
- K. **Grant Opportunities:** No Update.
- L. **Bay Future:** No Update.
- M. **DDA Base Assessment:** Base values updated/corrected to Bay County figure of \$4,485,750.00. Refund to tax authorities estimated to be \$32K +/-.
- N. **FOIA Policy:** DDA to adopt City's FOIA policy so both organizations are providing this information in the same manner. **Motion made by** Sherri Boettcher. **Second by** Becky Streich. **Motion Carried.**
- O. **TIFA Overpayment Discussion:** All updates listed previously in meeting minutes.

**New Business:**

**A. Bills and Accounts to Pay:**

September/October Bills:

Consumers Energy Community Building: \$144.52.

City of Pinconning Water Bill: \$198.80.

Consumers Energy Welcome signs: (4471 N Huron Rd) \$49.41, (3650 N Huron Rd) \$45.65, and (1930 E Pinconning Rd) \$55.13.

Cleaning services for the Community Building: 9/18/23 for \$100.00, 10/2/23 for \$120.12.

McGraw Morris P.C.: \$87.50.

Point and Pay: \$50.00.

October/November Bills:

Consumers Energy Community Building: \$127.00

Consumers Energy Welcome signs: (4471 N Huron Rd) \$46.07, (3650 N Huron Rd) \$44.03, and (1930 E Pinconning Rd) \$49.43.

Cleaning services for the Community Building: 10/16/23 for \$100.00, 10/23/23 for \$100.00.

Point and Pay: \$50.00.

Hugo's Locksmith: \$203.30

Lorie Szyperski (Christmas Lights): \$34.75

SJ Digital (October to December Website Management): \$750.00

**Motion made by** Cliff Holland to approve the bills presented.

**Second by** Sherri Boettcher **Discussion:** None **Motion Carried**

- B. The DDA Board received Lorie Szyperski's resignation letter. **Motion made by** Becky to accept Lorie Szyperski's resignation from the DDA board and to update the account at Independent Bank to add Cliff Holland as a signer and remove Lorie Szyperski. **Second by** Lynn Snyder.

**Vote:** All in favor except Cliff Holland. **Motion Carried.**

- C. Tara asked the DDA Board about Facebook posts featuring DDA businesses. The Board agreed that this would be a nice feature for the businesses. Tara will start reaching out to business owners, asking for a summary or highlights of their business. The hope would be to start featuring these businesses in January 2024.

**Public Comment:** None.

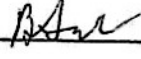
**Adjournment:** Motion by Sherri Boettcher to adjourn the meeting.

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

Meeting adjourned at 4:25 pm

**Next Meeting December 5, 2023 at approximately 3:30 pm at City Hall**

Respectfully submitted by Tara Marczak, DDA Secretary

Minutes Approved \_\_\_\_\_  \_\_\_\_\_ Date 12/5/23

Brian Saha, Chairperson



## City of Pinconning Downtown Development Authority

Meeting Minutes

December 5, 2023

In Person – City Hall

Meeting called to order at 3:30 pm

**Members Present:** Chairman Brian Saha, Sherri Boettcher, Cliff Holland, Becky Streich, Treasurer Josh Klee.

**Members Absent:** Vice Chairman Matt Hycki, Dacy Willard, Secretary Tara Marczak, Lynn Snyder  
**Quorum Present.**

**Approval of Minutes:** Minutes from November 8, 2023, were reviewed. **Motion made by Sherri Boettcher** to approve November 8, 2023, minutes. **Second by Becky Steich. Discussion: None Motion Carried.**

**Treasurer Report:** Treasurer's report was reviewed showing a balance in the bank of \$87115.53 as of November 30, 2023 & unreconciled and some \$35k less than last month balance. Discussion followed this. Discussion on DDA TIF overpayments received in estimated amount of \$32k +/-, due to city error of record DDA base year assessment recorded, which may have to be returned to taxing authorities funds were received from. Cliff Holland presented Community Building deposit rental revenues report for this period in the amount of \$1440.00. **Motion made by Cliff Holland** to approve the treasury report.

**Second by Sherri Boettcher. Discussion:** Grant and TIFFA monies still in account needing to be taken out of account. **Motion Carried.**

**Presentations: None.**

**Old Business:**

### A. Community Building & Parks:

1. Pinconning Community Center: Friend of the Pinconning Community Center (FPCC) update. Cliff Holland reported that the building was in use 21 or 31 days in October.
2. Rental Requests/Lease Documents: Cliff Holland and Josh Klee presented revenue rental report for the month.
3. Grant Status: MI Community Center Grant for entrance signage and design as well as roof update. No update on grant status.
4. Requests for use of Community Building: Pinconning Community Closet will be hosting a Bridal Show on January 21<sup>st</sup> at 2 PM. YMCA/YWCA is utilizing the Community Center at no charge for basketball practices.
5. Community Building Maintenance Items: Snow removal request for shoveling steps ramp and door areas of the building for the winter season. Discussion followed and Chris Kuchne was present to offer his services to perform this task for \$15.00 per shoveling session. **Motion made by Cliff Holland** to approve Chris Kuehne services for snow removal on entry points at the Community Center for \$15.00 per session. **Seconded by Becky Streich. Discussion: None. Motion Carried.**

B. **Gateway Signs:** South sign has malfunction; Brian has called for service. Becky Streich volunteered to take over function of messaging welcome signs texts due to Lori Szyperski resignation. Becky also will perform social media marketing for the DDA.

C. **Streetscape Projects & Improvement/Christmas Decorations:** Street light pole power issues on Kaiser and Mable St. was discussed. City Manager is to contact Bock Electric to provide maintenance fixes.

- D. **Web Status/Updates:** Tara and Becky and performing social marketing via Facebook and is updating frequently. Board to email her if they have suggestions or items that need to be posted.
- E. **City of Pinconning Marketing Plan Discussion:** Recreation planning discussion. Strategic Plan update discussion by the Chairperson Saha, noting the City of Pinconning has not updated its plan since the early 1990's. This can be a project for this fiscal year to update.
- F. **Required State of Michigan DDA Reporting:** No Update.
- G. **City Management Agreement Status:** No Update.
- H. **Blight Building Update:** City Manager updated blighted building notification for Motorcycle building on Mable St. was sent to the owners.
- I. **City Park Improvement:** Recreation planning update from Becky at City of Pinconning. Questionnaire for park wants/requests from the community received and meetings will be scheduled soon. Pinconning Youth League is pursuing the grant for the ballfield light project in amount of \$5500 to be repurposed for another project for the park fields.
- J. **2022/2023 Fiscal Year Budget:** Budget amendments suggested: Interest income \$750, Misc. Income \$180, Attorney Fees \$2500, Office Supplies \$140. **Motion made by** Tara Marczak to accept the recommended budget amendments. **Second by** Becky Streich. **Motion Carried.**
- K. **Grant Opportunities:** Michigan Community Center Grant status update was provided, and no award notice has been issued yet.
- L. **Bay Future:** No Update.
- M. **DDA Base Assessment:** Base values updated/corrected to Bay County figure of \$4,485,750.00. Refund to tax authorities estimated to be \$31131.61 +/- by the City Treasurer.
- N. **TIFA Overpayment Discussion:** All updates listed previously in meeting minutes.

**New Business:**

- A. **Bills and Accounts to Pay:**
  - November Bills:
    - Consumers Energy Community Building: \$341.76
    - Consumers Energy Welcome signs: (4471 N Huron Rd) \$48.51, (3650 N Huron Rd) \$41.33, and (1930 E Pinconning Rd) \$47.70.
    - Cleaning services for the Community Building: 11/13/23 for \$113.33, 11/27/23 for \$100.00.
    - Point and Pay: \$50.00.
    - Arnold Sales: \$313.54 (Community Center floor refinish supplies)
    - McGraw Morris PC. (Legal): \$70.00
  - Motion made by** Josh Klee to approve the bills presented.
  - Second by** Cliff Holland **Discussion:** None **Motion Carried**
- B. Snow removal proposal by TJG LAWN SERVICES was presented for annual contract to remove snow in sidewalks along the Mable St. corridor and bus stop areas for \$1800.00 total to be paid in two installments of \$900.00 on 12/1/2023 and \$900.00 on 2/1/24. The DDA Board received Lorle Szyperski's resignation letter. **Motion made by** Josh Klee to accept this proposal for snow removal by TJG Lawn Services in the total amount of \$1800.00 payable by the terms provided in the proposal. **Second by** Cliff Holland. **Discussion:** None. **Motion Carried.**

**Public Comment:** City Santa Downtown event reminder presented by City Manager and railroad track removal plan presented. Chris Kuehne thanked the board for awarding his proposal for snow removal at the Community Center.

**Adjournment:** Motion by Sherri Boettcher to adjourn the meeting.

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

Meeting adjourned at 4:12 pm

**Next Meeting, Wednesday January 3, 2024, at approximately 3:30 pm at City Hall due to New Year holiday week.**

Respectfully submitted by Brian Saha in the Secretary's absence.

Minutes Approved  Date 1/3/24

Brian Saha, Chairperson