

**City of Pinconning Downtown Development Authority**

Meeting Minutes

January 3, 2024

In Person – City Hall

Meeting called to order at 3:50 pm

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

**Members Absent:** Treasurer Josh Klee, Vice Chairman Matt Hycki, Dacy Willard, Becky Streich

**Quorum Present**

**Approval of Minutes:** Minutes from December 5, 2023 were reviewed. **Motion made by Sherri Boettcher** to approve December 5, 2023 minutes. **Second by Cliff Holland Discussion:** Update section A item 4 to read 'Pinconning Community Clothing'. **Motion Carried**

**Treasurer Report:** Treasurer's report was reviewed showing a balance of \$87,349.92 as of December 31, 2023. Bank showing \$121,999.82 as of November 30, 2023. **Motion made by Lynn Snyder** to approve the treasury report. **Second by Cliff Holland Discussion:** Grant and TIFA monies still in account needing to be taken out of account to reimburse overpayment from taxing authorities estimated to be \$34,000.00 +/- . Amy stated this will be taken in Spring 2024 after Winter tax settlement. **Motion Carried**

**Presentations:** None.

**Old Business:**

**A. Community Building & Parks:**

1. Pinconning Community Center: Friend of the Pinconning Community Center (FPCC) grant has not been awarded for roof. Still awaiting update for that. Electric Vehicle charging station potential at Community Building. Ellen is looking into this prospect.
2. Rental Requests/Lease Documents: Sherri made a request made for January 2023 to December 2023 Community Building expenses. Brian referenced the utilities, water, heat, building maintenance figures from the December treasurer's report.
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: No update.
5. Community Building Maintenance Items: No update.

**B. Gateway Signs:** South sign has malfunction; Brian has called for service.

**C. Streetscape Projects & Improvement/Christmas Decorations:** No updates.

**D. Web Status/Updates:** Tara has requested business profiles and photos from the DDA Board member's respective businesses to start. From there she will start reaching out to the other businesses in the Pinconning DDA district.

**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:** January 8<sup>th</sup> meeting being held with business owner to discuss the building on Mable St. (M-13).

**I. City Park Improvement:** Survey completed by about 90 people. Next step is a meeting to discuss results and put a proposal in place before May 2024.

**J. 2023/2024 Fiscal Year Budget:** No update.

**K. Grant Opportunities:** No update.

- L. **Bay Future:** No update.
- M. **DDA Base Assessment:** Refer to Treasurers report.
- N. **FOIA Policy:** No update.
- O. **TIFA Overpayment Discussion:** All updates listed previously in meeting minutes.

**New Business:**

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

December Bills:

- Consumers Energy Community Building: \$487.64.
- Consumers Energy Welcome signs: (4471 N Huron Rd) \$45.67 and (1930 E Pinconning Rd) \$50.13.
- Cleaning services for the Community Building: 12/11 for \$100.00.
- Point and Pay: \$50.00.
- SJ Digital (January to March Website Management): \$750.00

**Motion made by** Tara Marczak to approve the bills presented.

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

- B. **Board Vacancy:** We have one DDA board position available.
- C. **Sidewalk Snow Removal:** Bill has been adjusted to one payment only due to no services required so far this Winter season, total of \$900.00 or half of original bid approved.
- D. **City Millage:** Special millage for three mills on City Property tax bills for Public Safety Police Protection thru 2025. A question was posed if those funds can be captured by the DDA TIFA account or be obligated directly to the City's General Fund for those commercial properties who pay these special millage taxes within the DDA District. The City would like the DDA board to contact their attorney for review and opinion. **Motion by** Sherri Boettcher to contact Kevin Kilby, DDA Attorney to review special assessment. Brian will contact Kevin Kilby, DDA Attorney on behalf of the board. **Second by** Tara Marczak **Discussion:** None. **Motion Carried.**

**Public Comment:** None.

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

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

Meeting adjourned at 4:10 pm

**Motion made to reopen DDA meeting at 4:12 PM by Brian Saha.**

- A. **DDA Board Terms:** Brian Saha, Becky Streich, Matt Hycki whose terms end in 2023. Terms extended for a three-year term until 2026. **Motion by** Cliff Holland. **Second by** Lynn Snyder **Discussion:** None. **Motion Carried.**

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

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

Meeting adjourned at 4:16 PM

**Next Meeting February 6, 2024 at approximately 3:30 pm at City Hall**

Respectfully submitted by Tara Marczak, DDA Secretary

Minutes Approved                     *B. Saha*                     Date 2/6/24, Brian Saha, Chairperson

**City of Pinconning Downtown Development Authority**

Meeting Minutes

February 6, 2024

In Person – City Hall

Meeting called to order at 3:32 pm

**Members Present:** Chairman Brian Saha, Secretary Tara Marczak, Treasurer Josh Klee, Lynn Snyder, Sherri Boettcher, Cliff Holland, Dacy Willard

**Members Absent:** Vice Chairman Matt Hycki, Becky Streich

**Quorum Present**

**Approval of Minutes:** Minutes from January 3, 2024, were reviewed. **Motion made by Sherri Boettcher** to approve January 3, 2024, minutes. **Second by Dacy Willard Discussion:** None. **Motion Carried**

**Treasurer Report:** Treasurer's report was reviewed showing a balance of \$124,842.70 as of January 31, 2024. **Motion made by Tara Marczak** to approve the treasury report. **Second by Sherri Boettcher Discussion:** Grant proceeds from Bay Foundations, and TIFFA monies to be returned to taxing authorities from overpayments to the DDA, are still in account needing to be taken out of account. Amy stated this will be taken in Spring 2024 after Winter tax settlement. **Motion Carried**

**Presentations:** David Darbyshire presented his plans for the VFW Hall that he purchased a few years ago. He has an economic development and workforce development focus. On Thursday, March 28<sup>th</sup>, there will be a Small Business Development Center presentation free of charge at the Pinconning Community Center building from 5:30 PM – 7:30 PM. The DDA will make Facebook posts to advertise this event; David will provide a flyer with the details of the event.

**Old Business:**

**A. Community Building & Parks:**

1. Pinconning Community Center: Youth sports groups using the facility often due to limited space at the Pinconning schools.
2. Rental Requests/Lease Documents: No update or new inquiries for rental needs.
3. Grant Status: MI Community Center Grant for entrance signage and design as well as roof update submitted. No update on grant status. Bay County received a grant for Electric Vehicle charging stations. This is a potential at Community Building; Ellen is communicating with Bay County officials regarding this.
4. Community Building Maintenance Items: Roof needs maintenance this year due to missing shingles from Winter wear. The Friends group has this on their agenda to discuss at this month's meeting.

**B. Gateway Signs:** South sign has malfunction; Brian has called for service.

**C. Streetscape Projects & Improvement/Christmas Decorations:** No updates.

**D. Web Status/Updates:** Request made by Becky Lakin to add a section for the Police on the website. Becky Lakin is going to reach out to Sam at the web design company to make that request. Tara provided an update regarding the Facebook DDA business feature. The Library post reached over 700 people as of the meeting date. There was a total of 7 shares which garnered 53 post reactions and 13 comments.

**E. City of Pinconning Marketing Plan Discussion:** No update.

**F. Required State of Michigan DDA Reporting:** The March 5<sup>th</sup> meeting will be a public meeting at 3:15 PM.

**G. City Management Agreement Status:** No Update.

- H. **Blight Building Update:** 229 Kaiser sold recently; No information on purchaser at this time.
- I. **City Park Improvement:** Pinconning Youth League working with BACF. They are meeting on February 20<sup>th</sup> meeting to discuss repurposing the grant funds.
- J. **2024/2025 Fiscal Year Budget:** Discussing plan next month.
- K. **Grant Opportunities:** Michigan Spark Grant & RAP 2.0 possible grant opportunities.
- L. **Bay Future:** Trevor has resigned from his role, Jim Reaume has taken over his position as Economic Development Manager.
- M. **DDA Base Assessment:** No update.
- N. **FOIA Policy:** No update.
- O. **TIFA Overpayment Discussion:** All updates listed previously in meeting minutes.
- P. **Special Millage Capture Legal Opinion Update:** According to the City of Pinconning DDA Attorney, Kevin Kilby, the DDA is authorized to capture part of the funds (Est. to be \$8 to \$9K per year by the Chairperson) from the special millage revenue for public safety police protection over the next 3 years. Amy Bromberg will work with the City Assessor to get a calculation of that approximate amount. Brian will consult with Attorney, Kevin Kilby, regarding how best to repurpose those funds back to the City of Pinconning for public safety purposes.

**New Business:**

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

January Bills:

Consumers Energy Community Building: \$561.06.

Consumers Energy Welcome signs: (4471 N Huron Rd) \$47.17, (1930 E Pinconning Rd) \$52.05, and (3650 N Huron Rd) \$44.26 and \$43.83.

Cleaning services for the Community Building: 1/8 for \$100.00 and 1/22 for \$109.53. Point and Pay: \$50.00.

My Member Insurance Agency (February 8, 2024, to February 8, 2025 policy): \$5,969.00.

City of Pinconning (Utility Bill for CB): \$181.90.

Franks Hardware Co. (salt & shovel for CB): \$40.98.

Chris Kuehne (sidewalk snow removal for CB): 1/14 for \$15.00, 1/23 for \$15.00, and 1/30 for \$15.00.

Community Building Rental Deposit Return: L. Dailey on 7/15/23 for \$250.00.

**Motion made by** Josh Klee to approve the bills presented.

**Second by** Tara Marczak **Discussion:** None **Motion Carried**

B. **Board Vacancy:** We have one DDA board position available.

C. **Community Building:** Cliff stated there has been a request for a volleyball net storage solution by adding Command hooks to the wall. Brian suggested that Cliff consult with the Friends of the Pinconning Community Building group regarding this request.

**Public Comment:** Chris Kuehne present to provide his personal input on public safety millage usage.

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

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

Meeting adjourned at 4:34 pm

**Next Meeting** March 5, 2024, at approximately 3:15 pm at City Hall

Respectfully submitted by Tara Marczak, DDA Secretary

Minutes Approved \_\_\_\_\_  Date 3/5/24 Brian Saha, Chairperson

## City of Pinconning Downtown Development Authority

Meeting Minutes

March 5, 2024

In Person – City Hall

Meeting called to order at 3:35 pm

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

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

**Quorum Present**

**Approval of Minutes:** Minutes from February 6, 2024 were reviewed. **Motion made by Sherri Boettcher** to approve February 6, 2024 minutes. **Second by** Becky Streich **Discussion:** None. **Motion Carried**

**Treasurer Report:** Treasurer's report was reviewed showing a balance of \$122,080.12 as of February 29, 2024. **Motion made by** Tara Marczak to approve the treasury report. **Second by** Sherri Boettcher **Discussion:** Grant and TIFA monies still in account needing to be taken out of account. Amount of an estimated \$36,027.09 due to City error in DDA TV baseline value. Amy stated this will be taken in Spring 2024 after Winter tax settlement. **Motion Carried**

**Presentations:** Friends of the Pinconning Community Center group (Ellen, Bob, and Dennis) present to provide an update regarding the Community Building. MI Community Center grant was not awarded. The existing roof was installed in 2001. The roof needs repair at the Community Center. Several contractors were contacted regarding quotes for the project. Various builders were not interested in the project due to the size and complexity of this project. All Rs Construction and Liebenow Construction submitted bids which were provided to the DDA Board for consideration and discussion.

**Old Business:**

**A. Community Building & Parks:**

1. Pinconning Community Center: See presentation notes above.
2. Rental Requests/Lease Documents: No update.
3. Grant Status: MI Community Center grant not awarded.
4. Community Building Maintenance Items: See presentation notes above.

**B. Gateway Signs:** South sign has malfunction; Barrett Signs will be repairing South sign this week.

**C. Streetscape Projects & Improvement/Christmas Decorations:** Pinconning Schools looking to utilize light poles to recognize Seniors however there is likely not enough time for this project to happen for this year's Seniors and may be a potential project for next year. Hey Bay City! shared a Facebook post asking any business owners to contact them if they are interested in a mural on their buildings. Brian will contact Lori regarding the updates and maintenance for the flower plots around the DDA District. Lynn will contact Gardening Section at MSU regarding their involvement in planning for this project.

**D. Web Status/Updates:** Tara provided an update regarding the Facebook DDA business feature. The Pinconning Cheese Company post was made on March 5<sup>th</sup> at 8 AM.

**E. City of Pinconning Marketing Plan Discussion:** Target date of May for plan completion.

**F. Required State of Michigan DDA Reporting:** The March 5<sup>th</sup> meeting at 3:15 PM was a public meeting. Next public meeting will be held in June 2024.

**G. City Management Agreement Status:** No update.

**H. Blight Building Update:** No update.

- I. **City Park Improvement:** Pinconning Youth League must return \$5,500 to Bay Area Community Foundation per notice received regarding unused grant funds.
- J. **2024/2025 Fiscal Year Budget:** Draft 2024/25 fiscal year budget was presented by Brian for DDA board to consider. Budget needs to be finalized and approved at the April DDA meeting to submit to City of Pinconning City Council to include in city budget for next fiscal year.
- K. **Grant Opportunities:** No update.
- L. **Bay Future:** No update.
- M. **DDA Base Assessment:** No update.
- N. **TIFA Overpayment Discussion:** Grant and TIFA monies still in bank account needing to be refunded out of account to those entities and taxing authorities. The amount of an estimated overpayment of \$36,027.09 due to City error in DDA TV baseline value must be refunded to taxing authorities. Amy stated this will be taken in Spring 2024 after Winter tax settlement in April.
- O. **Special Millage Capture Legal Opinion Update:** According to the City of Pinconning DDA Attorney, Kevin Kilby, the DDA is legally bound & authorized to capture its share of the funds from the special millage revenue for public safety police protection, based on the TIFA established. Amy Bromberg will work with the City Assessor to get a calculation of that approximate amount. Kevin Kilby is working with Brian along with Becky and Amy at the City of Pinconning regarding the proposed agreement the wording, between The City of Pinconning and the City of Pinconning DDA for how best to repurpose those funds back to the City of Pinconning for public safety purposes. An additional review of this document is underway with Kevin Kilby.

**New Business:**

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

February Bills:

- Consumers Energy Community Building: \$679.44.
- Consumers Energy Welcome signs: (4471 N Huron Rd) \$46.09, (1930 E Pinconning Rd) \$50.16, and (3650 N Huron Rd) \$42.20.
- Cleaning services for the Community Building: 2/19 for \$100.00.
- Point and Pay: \$50.
- Chris Kuehne (sidewalk snow removal for CB): 2/15 for \$15.00.
- Bay County Health Dept (Food Service License Renewal): \$265.00
- City of Pinconning Seasonal Worker Fees (2023/2024): \$7,000.00
- City of Pinconning Admin Fees (2023/2024): \$2,500.00
- MI DDA Assoc. Annual Dues (October 2023 – October 2024): \$225.00

**Motion made by** Tara Marczak to approve the bills presented.

**Second by** Dacy Willard **Discussion:** Brian provided further explanation regarding the MI DDA membership. **Motion Carried**

**B. Board Vacancy:** We have one DDA board position available.

**Public Comment:** Chris Kuehne provided his thoughts on a community garden project in Pinconning.

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

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

Meeting adjourned at 4:44 pm

**Next Meeting April 2, 2024 at approximately 3:30 pm at City Hall**

Respectfully submitted by Tara Marczak, DDA Secretary

Minutes Approved \_\_\_\_\_  \_\_\_\_\_ Date 4/2/24

**Brian Saha, Chairperson**







**City of Pinconning Downtown Development Authority**

Meeting Minutes

April 2, 2024

In Person – City Hall

Meeting called to order at 3:30 pm

**Members Present:** Chairman Brian Saha, Vice Chairman Matt Hycki, Secretary Tara Marczak, Becky Streich, Lynn Snyder, Sherri Boettcher, Dacy Willard, Cliff Holland

**Members Absent:** Treasurer Josh Klee

**Quorum Present**

**Approval of Minutes:** Minutes from March 5, 2024 were reviewed. **Motion made by Sherri Boettcher** to approve March 5, 2024 minutes. **Second by Dacy Willard** **Discussion:** None. **Motion Carried**

**Treasurer's Report:** Treasurer's report was reviewed showing a balance of \$118,767.98 as of March 31, 2024. **Motion made by Cliff Holland** to approve the treasurer's report. **Second by Becky Streich**

**Discussion:** Grant and TIFA overpayment monies still in account needing to be taken out of account. Amount of an estimated overpayment of \$35,997.09 to refund tax authorities due to City error in DDA TV baseline value. The BACF grant for the Pinconning Youth League to be returned for \$5,500.00.

**Motion Carried**

**Motion made by Dacy Willard** to refund excess amounts to taxing authorities as follows: \$17,856.12 to City of Pinconning, \$15,647.45 to Bay County, and \$2,493.52 to Delta College. A total of \$35,997.09.

**Second by Cliff Holland** **Motion Carried**

**Presentations:** Updated quotes for Community Building roof presented to DDA board by Ellen. Ellen did provide an overview of renovation costs that have been completed at the Community Center by the Friends of Pinconning Community Center. A list of the various funding sources was also provided and reviewed by Ellen. The FPCC group is willing to allocate \$25,000 toward the roofing project and forgo other projects such as the canopy on the front of the building. Best bid for roof replacement was presented by combination of contractors with major roof job being performed by Liebenow Construction of Midland, MI, with total cost of \$55,298.50 plus additional cost for replacement of decking if bad, which already is included in the amount of up to \$700 allowance. Net cost to the DDA for roof replacement based on this is estimated to be a minimum of \$30,298.50 with the assistance of the FPCC contribution of \$25,000.00 towards this project.

**Old Business:**

**A. Community Building & Parks:**

1. Pinconning Community Center: See presentation notes above.
2. Rental Requests/Lease Documents: Graduation party rentals in June. Kickin' in the Mitten group requesting line dancing classes – will follow up with this next month.
3. Grant Status: EV charging station Bay County grant pending. Will look for an update next month.
4. Community Building Maintenance Items: See presentation notes above.

**B. Gateway Signs:** South sign was fixed however South sign has another malfunction. Brian will contact Barrett Signs. Becky Streich is looking to be trained on editing and posting information to the signs. Brian will get contact information to Becky.

**C. Streetscape Projects & Improvement/Christmas Decorations:** City of Pinconning applied for a Kubota grant for street banners.

- D. **Web Status/Updates:** Tara provided an update regarding the Facebook DDA business feature. The Wilson's Cheese Shoppe post was made on April 1<sup>st</sup> at 8 AM.
- E. **City of Pinconning Marketing Plan Discussion:** Three sketches on park redesign shared with DDA board. The final plan is still set to be completed by May and public meetings will be planned to present.
- F. **Required State of Michigan DDA Reporting:** Next public meeting will be June 4<sup>th</sup>.
- G. **City Management Agreement Status:** Proposed management agreement included to review for 2024/25 fiscal year.
- H. **Blight Building Update:** No update.
- I. **City Park Improvement:** No update.
- J. **2024/2025 Fiscal Year Budget:** Draft budget presented by Brian for DDA board to consider. **Motion made by** Cliff Holland to submit budget to City of Pinconning for the City Council April meeting with the following revisions: line item for contract services for beautification projects with city labor, budget adjusted from \$6,000 to \$8,000 due to rising costs of gasoline and labor costs. Line item for building maintenance for Community Building decreased from \$5,000 to \$3,000. Total budget of \$94,209 in revenues and \$94,209 in expenses. **Second by** Sherri Boettcher. **Discussion:** Payments for Community Building rental to go directly to City Hall. **Motion Carried**
- K. **Grant Opportunities:** No update.
- L. **Bay Future:** No update.
- M. **DDA Base Assessment:** No update.
- N. **TIFA Overpayment Discussion:** All updates listed above in meetings.
- O. **Special Millage Capture Legal Opinion Update:** There are minor revisions needed to the agreement by the city proposal and then it can be signed.

**New Business:**

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

March Bills:

Consumers Energy Community Building: \$484.77.  
 Consumers Energy Welcome signs: (4471 N Huron Rd) \$45.69, (1930 E Pinconning Rd) \$49.56, and (3650 N Huron Rd) \$43.06.  
 Cleaning services for the Community Building: 3/8 for \$100.00, 3/18 for \$100.00.  
 Point and Pay: \$50.00.  
 City of Pinconning Water/Sewer (12/15/23 – 3/15/24): \$165.00  
 Chris Kuehne (sidewalk snow removal for CB): 3/1 for \$15.00.  
 McGraw Morris PC: \$2,152.50  
 Barret Signs: \$992.50

**Motion made by** Becky Streich to approve the bills presented.

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

B. **Board Vacancy:** We have one DDA board position available.

**Public Comment:** Chris Kuehne thanked the DDA for the snow removal work.

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

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

Meeting adjourned at 4:45 pm

**Next Meeting May 7, 2024 at approximately 3:30 pm at City Hall**

Respectfully submitted by Tara Marczak, DDA Secretary

Minutes Approved         *Brian*         Date 5/7/24

Brian Saha, Chairperson

**City of Pinconning Downtown Development Authority**

Meeting Minutes

May 7, 2024

In Person – City Hall

Meeting called to order at 3:36 pm

**Members Present:** Chairman Brian Saha, Vice Chairman Matt Hycki, Treasurer Josh Klee, Secretary Tara Marczak, Becky Streich, Lynn Snyder, Sherri Boettcher, Dacy Willard

**Members Absent:** Cliff Holland

**Quorum Present**

**Approval of Minutes:** Minutes from April 2, 2024, were reviewed. **Motion made by Sherri Boettcher** to approve April 2, 2024, minutes. **Second by Matt Hycki** **Discussion:** None. **Motion Carried**

**Treasurer's Report:** Treasurer's report was reviewed showing a bank balance of \$104,453.26 as of April 30, 2024. **Motion made by Tara Marczak** to approve the treasurer's report. **Second by Sherri Boettcher** **Discussion:** Waiting for checks to clear bank account which will result in a true balance of \$81,731.98. **Motion Carried**

**Presentations:**

Community Center Rental Update: Ellen submitted a report summarizing the Pinconning Community Center usage from October 2023 to March 2024: 95 dates of use at Community Building for a total of 270 hours of use. Non-profit 89 unpaid dates for 246 hours of rental and 6 paid rentals for 24 hours of usage. For April, the income was \$1,620.00 for rentals.

City of Pinconning: The City of Pinconning would like to request the following projects be funded by the DDA. 1) Line striping, arrows for turn lanes, crosswalks, curb touch ups, school signs at intersections on 5<sup>th</sup> Street both East and West. 2) Clean-up costs from the fire at 117 VanEtten. 3) Parking lines on Kaiser Street (material costs only). 4) Repair and replacement of urinal, toilet, sink, and wall in the men's bathroom at the park (assistance with materials). 5) DDA pays a portion of the cost of the new firetruck (\$50,000 a year for 5 years) and/or costs of the new fire employee (\$20,000 per year). Becky Lakin emailed Brian Saha the quotes for the projects. No documentation provided for Kaiser Street line painting, bathroom repairs, or firetruck/fire employee requests. Discussion surrounding the details of the requests followed. Blight building not in DDA district but City feels it would be beneficial for the downtown area. There is an opportunity for the City of Pinconning to reach out to the Rural Task Force, of which City of Pinconning is a member of but not currently attending their meetings. Lynn expressed concerns over lack of growth in the City of Pinconning and asked what the city is doing to further these goals. Becky Lakin verbally provided a list of grants she has applied for the City of Pinconning that support growth in the community since she has been in her role. Discussion continued regarding the lack of interest in larger or new businesses wanting to establish in Pinconning. Becky Lakin encouraged anybody who has questions about her efforts to contact her directly. Total request from DDA for decals and signage is about \$26k. The city is looking to have the DDA assist with these projects so they can use monies they have in the roads accounts to pave Horn Street this year which is an estimated \$50k to complete. **Motion by Sherri Boettcher** to purchase signs through Tapco for \$9,754.00 and road decals from Extreme Graphics for \$16,170.00 a total of \$25,924.00 to be completed this fiscal year or next (Request 1 listed above). **Second by Matt Hycki. Motion carried.**

## Old Business:

### A. Community Building & Parks:

1. Pinconning Community Center: Josh discussed non-profits using the building for no cost. Discussion continued with DDA board on whether those organizations should pay some fee for usage. Topic to be considered for updating in future.
2. Rental Requests/Lease Documents: Update above.
3. Grant Status: EV charging station Bay County grant pending. Will look for an update next month as Ellen was not in attendance for an update.
4. Community Building Maintenance Items: Quote #2 updated as of April 1, 2024, lists \$2,500.00 by National Roofing Co. for EPDM flat roofs, \$1,710.00 by R&R Construction for back entrance and shed roof replacement, \$51,088.50 by Liebenow Construction for the main roof replacement. There is a TBD cost associated with wood decking replacement as needed. A \$55,298.50 total bid cost with the Friends of the Community Center group contributing \$25,000 to project leaving a net cost of \$30,298.50. The Friends of the Pinconning Community Center will pay for any additional costs above the net cost if more wood decking needs to be replaced. **Motion by Josh Klee to pay \$30,298.50 toward the roof replacement with the Friends of the Pinconning Community Center group putting in the \$25,000.00. Second by Tara Marczak. Motion carried.** **Motion by Josh Klee to allow DDA to make any necessary downpayments to secure contractors' quotes and schedule the work being performed. Second by Becky Streich. Motion carried.**

- B. **Gateway Signs:** South sign was fixed however South sign has another malfunction. Brian will contact Barrett Signs. Sign training information sent to Becky Streich to update signs. Idea presented by Brian to have the Pinconning Schools involved with their multimedia classes to have their involvement in updating the signs. Potential for having businesses sponsor messages to generate income from the signs.
- C. **Streetscape Projects & Improvement/Christmas Decorations:** Flags for light poles need to be inspected. The Veteran Banner project was discussed. Kubota grant status pending still; will not know for a few months.
- D. **Web Status/Updates:** Tara provided an update regarding the Facebook DDA business feature. The Independent Bank post was made on May 6<sup>th</sup> at 8 AM. A request was made for information to be sent to her so she can highlight other businesses in the DDA district as she has not received any other interest.
- E. **City of Pinconning Marketing Plan Discussion:** Request from DDA for the City of Pinconning to update their strategic master and marketing plans to be a goal this upcoming fiscal year. Grant applications are dependent upon such plans being in place to reference.
- F. **Required State of Michigan DDA Reporting:** Next public meeting will be June 4<sup>th</sup> at 3:15 PM.
- G. **City Management Agreement Status:** No update, agreement presented for next fiscal year to the city.
- H. **Blight Building Update:** GFL to donate one 3-yard bin to be placed on Friday, May 24<sup>th</sup> through that weekend at the City Hall parking lot for public use. Chairman noted both properties where DDA paid for demolition of building sold at county tax sale for \$2500 total to the same person and cost the DDA \$43000 to demo, so this net cost of about \$40000 is unreimbursed to the DDA with this demo project and no plans are seen to develop/build on the properties by buyer.

- I. **City Park Improvement:** The Final Park plan presented to DDA board. Craig Brandt will be providing a public presentation at the June 20<sup>th</sup> City Council meeting.
- J. **2024/2025 Fiscal Year Budget:** Budget approved by City Council.
- K. **Grant Opportunities:** No update.
- L. **Bay Future:** Northern Tube building being marketed for a tenant.
- M. **DDA Base Assessment:** No update.
- N. **TIFA Overpayment Discussion:** No update.
- O. **Special Millage Capture Legal Opinion Unexecuted:** This agreement drafted by City attorney, is in the City's hands to revise per required changes noted by DDA attorney and then should be good to execute. Discussion surrounding date/frequency of when the payment back to City for these funds should occur. This is under consideration by the City but to be done according to the legal opinion and laws referenced by DDA attorney.

**New Business:**

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

April Bills:

Consumers Energy Community Building: \$521.86.

Consumers Energy Welcome signs: (4471 N Huron Rd) \$48.93, (1930 E Pinconning Rd) \$53.73, and (3650 N Huron Rd) \$46.06.

Cleaning services for the Community Building: 4/1 for \$100.00, 4/15 for \$100.00, 4/29 for (\$100.00 plus cleaning supplies of \$7.42) \$107.42.

S. J. Digital Marketing (website management April – June 2024): \$750.00.

McGraw Morris PC: March \$892.50 & April \$437.50 for a total of \$1,330.00.

Point and Pay: \$50.00.

**Motion made by** Josh Klee to approve the bills presented.

**Second by** Becky Streich **Discussion:** None. **Motion Carried**

**B. Board Vacancy:** We have one DDA board position available.

**Public Comment:** Chris Kuehne expressed appreciation for all that the DDA has done. Also expressed his opinion on the police millage agreement between the City and DDA.

Kristin Boetefuer shared appreciation for the DDA passing the funding for the City of Pinconning signs and road lines. She also thanked the DDA for paying for their portion for the roofing project. She shared her support for starting to charge the non-profit organizations to use the Community Center. She also suggested purchasing perennial plants and flowers for the city flower beds instead of annuals.

Dennis Whitney share appreciation for DDA supporting the signs and road lines project.

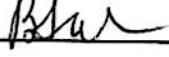
**Adjournment:** Motion by Josh Klee to adjourn the meeting.

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

Meeting adjourned at 5:21 pm

**Next Meeting June 4, 2024, at approximately 3:15 pm at City Hall for Public Information Meeting Start.**

Respectfully submitted by Tara Marczak, DDA Secretary

Minutes Approved \_\_\_\_\_  \_\_\_\_\_ Date 6/4/24

Brian Saha, Chairperson

**City of Pinconning Downtown Development Authority**

Meeting Minutes

June 4, 2024

In Person – City Hall

Meeting called to order at 3:42 pm

**Members Present:** Chairman Brian Saha, Secretary Tara Marczak, Becky Streich, Dacy Willard, Kristin Boetefuer (present as City Council assignee)

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

**Quorum Present**

**Approval of Minutes:** Minutes from May 7, 2024, were reviewed. **Motion made by** Dacy Willard to approve May 7, 2024, minutes. **Second by** Becky Streich **Discussion:** None. **Motion Carried**

**Treasurer's Report:** Treasurer's report was reviewed showing a bank balance of \$66,010.39 as of May 31, 2024. **Motion made by** Becky Streich to approve the treasurer's report and to allow City Treasurer, Amy, to make any adjustments for fiscal year-end budget as necessary. **Second by** Kristin Boetefuer **Discussion:** None. **Motion Carried**

**Presentations:** Brian stated that Lorie Szyperski volunteered to help with the community flower beds as a community volunteer. She is looking for assistance with this project.

**Old Business:**

**A. Community Building & Parks:**

1. Pinconning Community Center: No update.
2. Rental Requests/Lease Documents: No update.
3. Grant Status: No update.
4. Community Building Maintenance Items: Waiting on contractor to respond with down payment information needed to start the roofing project.

**B. Gateway Signs:** Brian discussed the potential for having businesses sponsor messages to generate income from the signs for new fiscal year. 16 sponsors a month at \$200 a month would help offset the cost of maintaining the signs. Idea presented by Brian to have the Pinconning Schools involved with their classes to have their involvement in updating the signs; perhaps NHS or other student organizations needing volunteer hours. PHS does not have a multimedia class anymore.

**C. Streetscape Projects & Improvement/Christmas Decorations:** Flags are up and look nice. Becky is looking into banners for Veterans and Seniors. She is going to put a survey out on Facebook in the coming weeks to gauge interest in participation for banners. There are 70 poles she is hoping to have enough interest to fill them all. Becky also discussed signs that can be placed on poles that are directional pointing toward Downtown District and used for other purposes. The signs are \$80 each. Becky will email information to DDA Board.

**D. Web Status/Updates:** Sam is working with the City to update the City website information. No new Facebook business feature for June yet. Awaiting business input. The City shared a Facebook post requesting businesses contact Tara if they are interested.

**E. City of Pinconning Marketing Plan Discussion:** Craig Brant presented park plan at June City Council meeting. This information was also published in Pinconning Journal. Budget was about \$4M. Brian encouraged the City to update strategic, marketing and recreation plans to help

- chances with grant applications. Encouraged communication among other organizations such as Pinconning Township, City of Pinconning, City of Pinconning DDA, Chamber of Commerce, etc.
- F. **Required State of Michigan DDA Reporting:** Next public meeting will be in March 2025 or earlier.
  - G. **City Management Agreement Status:** Brian and Becky are working on finalizing the agreement. The goal is to have this agreement executed at July meeting.
  - H. **Blight Building Update:** No update.
  - I. **City Park Improvement:** No update.
  - J. **2024/2025 Fiscal Year Budget:** No update.
  - K. **Grant Opportunities:** Brian shared information with Becky at the City from the Redevelopment Ready Communities process to qualify for grant opportunities via MEDC for Community Dev. Block Grants and others.
  - L. **Bay Future:** Northern Tube building being marketed for a tenant.
  - M. **DDA Base Assessment:** No update.
  - N. **TIFA Overpayment Discussion:** No update.
  - O. **Special Millage Capture Legal Opinion Update:** The agreement is in the City's hands to be reviewed; pending final edits. Amy proposed the payout for this would be best done at end of the fiscal year. This should be finalized and signed at July meeting.

**New Business:**

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

May Bills:

Consumers Energy Community Building: \$183.84.

Consumers Energy Welcome signs: (4471 N Huron Rd) \$47.91, (1930 E Pinconning Rd) \$52.83, and (3650 N Huron Rd) \$45.95.

Cleaning services for the Community Building: 5/13 for \$100.00, 5/28 for \$100.00

Extreme Graphics (1/2 down payment for Intersection Graphics): \$8,085.00

Point and Pay: \$50.00

**Motion made by** Becky Streich to approve the bills presented.

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

- B. **Board Vacancy:** We have one DDA board position available.
- C. **County & DDA Tax Collection Agreement:** Amy asked if we had an agreement for Bay County and Pinconning DDA specifying what percentage the DDA is allowed to capture. She would like to see specific documentation showing what percentage of taxes the DDA is capturing. Brian is going to reach out to his contacts to see what documentation he can send to Amy.
- D. **Parks & Recreation Committee:** **Motion by** Kristin Boetefuer to pay for the June through October Port-o-Potty rental of \$125 per month renting through Pearsons; to be placed in the park for public use. **Second by** Becky Streich. **Discussion:** None. **Motion Carried.**
- E. **Cheesetown WiFi:** Becky presented information regarding MP3 Wireless free Wi-Fi for Cheesetown Festival. The DDA Board agreed that Becky could authorize MP3 Wireless to install small router at the Pinconning Community Building.

**Public Comment: Block Party Update:** Becky stated they received a \$1,000 grant for their Block Party from the Bay Area Community Foundation. The Block Party will be held on Saturday, July 13<sup>th</sup> from 12 PM – 4 PM. **Cheesetown Update:** Cheesetown plans coming along nicely Becky and Tara shared some of the plans that the Chamber has for the festival.



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

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

Meeting adjourned at 4:39 pm

**Next Meeting July 2, 2024 at approximately 3:30 pm at City Hall**

Respectfully submitted by Tara Marczak, DDA Secretary

Minutes Approved                     *B. Saha*                     Date 7/9/24

**Brian Saha, Chairperson**

## Downtown Development Authority Meeting – Public Forum

Minutes June 4, 2024

Public meeting called to order at 3:17 pm.

**Roll Call: N/A**

**Items for Discussion:**

- A. **Treasurers Report:** May 31, 2024, reviewed showing an ending bank balance of \$66,010.39.
- B. **City of Pinconning Downtown Development Authority – Project Summary:**

The following projects were completed.

2023/2024 DDA Fiscal Year Approved Projects Year to Date 5/31/24		
10-Jul-23	STREETSCAPE LIGHT MAINTENANCE-M-13 Bock Electric	\$ 575.00
10-Jul-24	Water Wagon for watering flower plots	\$ 136.00
ALL YEAR	City of Pinconning payment Point & Pay-processing solution+\$50/mth	\$ 600.00
10-Jul-23	City of Pinconning Admin FEE	\$ 1,500.00
Fiscal Yr to Date	Web Site Dev & Maint for City and DDA-	\$ 3,750.00
11-Dec-23	Sidewalk Snowremoval Contract- M-13 corridor TJG Lawnservice	\$ 1,016.00
Fiscal Yr to Date	Welcome Sign Maintenance & Electric	\$ 1,664.00
31-Jan-24	City of Pinconning Beautification Agreement Park and City SIDEWALK Maint.	\$ 7,000.00
Fiscal Yr to Date	Christmas Decorations Supplies	\$ 35.00
Fiscal Yr to Date	Operational Cost to Maintain Community Building -Utilities and Manint.	\$ 7,657.00
31-Jan-24	City of Pinconning Administration Fee	\$ 2,500.00
Fiscal Yr to Date	Streetscape Beautification for Summer Flower planting in district	\$ 2,280.00
Fiscal Yr to Date	Other Project Activities	\$ 12,812.00
	2023/2024 Fiscal Year- Total Approved Projects July 2023-January 2024	\$ 41,525.00

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 \$7,073,343.00 which we collect on the difference of \$2,587,593.00.00 multiplied by the taxing unit millages which we are authorized to collect (city, county, and Delta millages) and amounts to an estimated \$67,108.71 for this fiscal year 2023/24. Of this 2023/24 TIFA capture estimate, a breakdown by funding entity estimate is as follows, the City of Pinconning \$37,969.30, Bay County \$23,853.73, Delta College \$5,585.68. Thus \$29,139.40 (43%) of DDA TIFA funding is derived from outside the city sources.

Over the past nine years, the DDA has invested in projects in the City of Pinconning in the amount of \$596,674.55, which is an average of \$66,297.17 per year. Of that annual average project investment, \$29,559.49 per year, was expended for "City Public Works Project" that include street and infrastructure improvements, streetlight LED conversion to conserve energy, beautification projects, demolition of blighted buildings, and recreation/park improvements. Review the 9-year history project accomplishment list for details on these accomplishments. Over the life of the City of Pinconning DDA since 1990, a total estimated \$3,098,674.55 in project investments has been accomplished by the DDA.

Based on an average of \$35,000.00 of TIFA proceeds generated by city commercial property tax captured within the DDA district, this generates a Return on Investment of 238.04% annual return. A great proactive planning tool and result for the City of Pinconning!

Second public meeting scheduled for March 2025.

Meeting adjourned at 3:39 pm

Respectfully submitted by Tara Marczak, DDA Secretary

Minute Approved  Date 7/9/24

Brian Saha, Chairperson

**City of Pinconning Downtown Development Authority**

Meeting Minutes

July 9, 2024

In Person – City Hall

Call to order 3:30pm

Roll call: Members present, Brian Saha, Sheri Boetcher, Becky Streich, Dacy Willard, Cliff Holland, Josh Klee. Members not present, Lynn Snyder, Matt Hycki, Tara Marczak. Quorum present.

Minutes from 06/04/2024. Motion to approve the minutes made by Sheri B., supported by Becky S. No further discussion. Motion carried.

Treasurers report – fund balance of \$63,153.48. Motion to approve the report made by Sheri B., supported by Dacy W. No further discussion. Motion carried.

There were no presentations.

Public Meeting Minutes reviewed. Motion to approve made by Dacy, supported by Becky. No further discussion. Motion carried.

Old business:

- A) Community Building. Brian discussed the roofing contract. \$30,298.50. Work should be started by mid-August. Cliff H. mentioned he felt charging a cleaning deposit equal to the rental has often been too high. Cliff H. made a motion to set the cleanup deposit at \$150, supported by Sheri B. No further discussion. Motion carried. City Manager Becky had concerns about the tables being left dirty and mentioned they should be checked periodically.
- B) Signs. Brian discussed having sponsors on the welcome signs. He said that we can do it. We will need someone to be responsible for handling it. He has been in contact with the school to see if a teacher/student group would be interested. We will need to create a policy around it.
- C) City Manager – Becky has a lot of interest in the veteran/senior banners. The cost will be \$200/banner for 16 weeks/year for 2 years & \$125 each year after that. She has the program completed and ready to go.
- D) Web Update- Analytics were included in the meeting packet. City has been working with Sam to make updates.

- E) Becky, City manager handed out park improvement info. City will need approximately \$500,000 before applying for grants for phase 1. Becky discussed the city's agreement with Standish Township for water and sewer for the White's beach neighborhood. Horn street is being paved, sidewalk improvements are taking place, and the street project in front of the school is coming along. Amy mentioned the park money will need to come from the city's general fund and there is already \$70,000 going to the fire dept for the next 5 years.
- F) Nothing
- G) City management agreement for city services to DDA was presented. Motion made by Dacy W., supported by Becky S., to approve the agreement as presented. No further discussion. Motion carried.  
Agreement regarding the city safety millage funds was presented. Motion made by Becky Streich, supported by Dacy Willard to approve the agreement as presented. No further discussion. Motion carried.
- H) Nothing
- I) Nothing
- J) DDA Budget- Brian talked about our TIFA plan and collection amounts. City had asked previously to have attorney review the collection amounts. Amy needed documentation to correctly enter the mills into the data base, as the county is no longer doing that. The city now must enter all the data. Brian discussed amendments to the DDA budget. Amy said the auditor has given quotes for renewal. The city also got about 8 other quotes. The cost has about tripled since last year. DDA will need to pay their share.

New Business:

- A) Bills and Accounts – Brian presented the bills
  - McGraw Morris \$3,097.50
  - Roof max \$30,298.50
  - Barrett Sign \$710.00
  - City of Pinconning \$880.69
  - Tonya Banes \$100.00
  - Franks hardware \$78.04
  - Tonya Banes \$100.00
  - Point & Pay \$50.00
  - Tonya Banes \$100.00
  - Franks Hardware \$54.05
  - Reds Greenhouse \$70.00
  - Water bill \$182.30

Consumers (Signs) \$45.96, \$52.05, \$45.96

Consumers Building \$118.28

Motion to pay bills as presented by Becky S., supported by Sheri B. No further discussion.  
Motion Carried

Next two DDA meetings will be held the first Wednesday of the month.

Public Comment: Sheri Boettcher – block party is Saturday. She also pointed out that the tree cages need repair. She also thanked Lorie for flowers. Kristin Boetefuer also thanked Lorie and suggested members of council and DDA donate to purchase a thank you gift. Kristin said that DDA captures money from seniors and vets, and we should have a lawyer at the community building on occasion to help them with issues.

Motion to adjourn was made by Sheri B. and supported by Becky S. No further discussion.  
Motion carried. Meeting adjourned at 4:50pm.

**Next Meeting August 7, 2024, at approximately 3:30 pm at City Hall**

Respectfully submitted by Josh Klee, Treasurer.

Minutes Approved                     *Brian Saha*                     Date 9/4/24

**Brian Saha, Chairperson**

**City of Pinconning Downtown Development Authority**

Meeting Minutes

September 4, 2024

In Person – City Hall

Meeting called to order at 3:36 pm

**Members Present:** Chairman Brian Saha, Secretary Tara Marczak, Becky 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 July 9, 2024, were reviewed. **Motion made by Sherri Boettcher** to approve July 9, 2024, minutes. **Second by Becky Streich Discussion: None. Motion Carried**

**Treasurer's Report:** Treasurer's report was reviewed showing a balance of \$46,624.59 as of August 31, 2024. **Motion made by Tara Marczak Second by Sherri Boettcher Discussion: None. Motion Carried**

**Presentations:**

**Old Business:**

**A. Community Building & Parks:**

1. Pinconning Community Center: No update.
2. Rental Requests/Lease Documents: No update.
3. Grant Status: No update.
4. Community Building Maintenance Items: Roof project is in progress.

**B. Gateway Signs:** Brian is working on a sponsorship program for these signs. He spoke to the school however there are no classes that offer that type of course (multimedia). We need to get somebody to take care of the billings and sponsorship tracking.

**C. Streetscape Projects & Improvement/Christmas Decorations:** The Veteran's banner program has received great interest and participation. There are 70 poles, and the city is optimistic they will be able to sell them all. The banners are \$200 each. Halloween decoration contest also discussed

**D. Web Status/Updates:** No update.

**E. City of Pinconning Marketing Plan Discussion:** No update.

**F. Required State of Michigan DDA Reporting:** Next public meeting will be in March 2025.

**G. City Management Agreement Status:** No update.

**H. Blight Building Update:** No update.

**I. City Park Improvement:** No update.

**J. 2024/2025 Fiscal Year Budget:** Amended budget presented. Tax Revenues increased from \$76,700 to \$83,333.48. Attorney fees increased from \$2,500 to \$5,000. Building Maintenance of CB increased from \$3,000 to \$5,000. Seasonal Decorating increased from \$3,000 to \$5,000. The city requested an additional \$5,000 to finish the season and pay for the seasonal employees' wages. Discussion regarding the upkeep of the City DDA area this year occurred. The DDA did provide \$8,000 in funding for this purpose for 2024 previously. Discussion about seeking out a bid through a company for landscaping and beautification for next year followed.

**Motion made by Sherri Boettcher** to approve the additional \$5,000 in funding for the City.

**Second by Becky Streich. Votes: 2 yay, 3 nay. Motion failed.**

**Motion made by** Tara Marczak to approve the amended budget as outlined above. **Second by** Becky Streich. **Discussion:** None. **Motion Carried.**

- K. **Grant Opportunities:** No update.
- L. **Bay Future:** Northern Tube building being marketed for a tenant.
- M. **DDA Base Assessment:** No update.
- N. **TIFA Overpayment Discussion:** No update.
- O. **Special Millage Capture Legal Opinion Update:** The agreement is executed. Amy proposed the payout for this would be best done at end of fiscal year.

**New Business:**

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

July Bills:

Consumers Energy Community Building: \$427.09  
Consumers Energy Welcome signs: (4471 N Huron Rd) \$48.25, (1930 E Pinconning Rd) \$57.44, and (3650 N Huron Rd) \$46.81.  
Bay Future 2024 Economic Development Investment \$500.00  
Cleaning services for the Community Building: 7/22 for \$100.00, 8/5 for \$100.00  
Point and Pay: \$50.00  
Community Building Deposit Return: 6/29 to A. Racette for \$200.00, 6/8 to F Milkowski for \$120.00, 7/20 to G Stonebeck for \$250.00, 7/1 to H Bargeron to \$30.00, 6/15 to J McQuarter for \$250.00, 6/7 to R Wilson for \$100.00

August Bills:

Consumers Energy Community Building: \$592.42  
Consumers Energy Welcome signs: (4471 N Huron Rd) \$45.61, (1930 E Pinconning Rd) \$53.80, and (3650 N Huron Rd) \$46.48.  
Cleaning services for the Community Building: 8/21 for \$100 + \$68.88 for supplies, 9/3 for \$100.00  
Frank's Hardware (Community Building cleaning supplies): \$24.98  
Point and Pay: \$50.00  
McGraw Morris P.C. (DDA services): \$3,167.50

**Motion made by** Becky Streich to approve the bills presented.

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

- B. **Board Vacancy:** We have one DDA board position available.

**Public Comment:**

**Adjournment:** Motion by Tara Marczak to adjourn the meeting.

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

Meeting adjourned at 4:13 pm

**Next Meeting October 1, 2024, at approximately 3:30 pm at City Hall**

Respectfully submitted by Tara Marczak, DDA Secretary

Minutes Approved \_\_\_\_\_  \_\_\_\_\_ Date 10/1/24

Brian Saha, Chairperson



**City of Pinconning Downtown Development Authority**

Meeting Minutes

October 1, 2024

In Person – City Hall

Meeting called to order at 3:32 pm

**Members Present:** Chairman Brian Saha, Secretary Tara Marczak, Becky Streich, Dacy Willard, Sherri Boettcher

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

**Quorum Present**

**Approval of Minutes:** Minutes from September 4, 2024 were reviewed. **Motion made by** Becky Streich to approve September 4, 2024 minutes. **Second by** Dacy Willard **Discussion:** None. **Motion Carried**

**Treasurer's Report:** Treasurer's report was reviewed showing a balance of \$65,026.93 as of September 30, 2024. **Motion made by** Tara Marczak **Second by** Becky Streich **Discussion:** None. **Motion Carried**  
**Presentations:** None.

**Old Business:**

**A. Community Building & Parks:**

1. Pinconning Community Center: No update.
2. Rental Requests/Lease Documents: No update.
3. Grant Status: No update on EV Charging Station grant.
4. Community Building Maintenance Items: Roof project is in progress.

**B. Gateway Signs:** Brian presented sponsorship program proposed details. Tara mentioned that the Pinconning Linwood Area Chamber Board may be willing to help with maintaining this once we have the details. No movement on this topic or project yet.

**C. Streetscape Projects & Improvement/Christmas Decorations:** The Veteran's banners have been displayed throughout the City.

**D. Web Status/Updates:** No update.

**E. City of Pinconning Marketing Plan Discussion:** Recreation and Master Plan needs to be updated.

**F. Required State of Michigan DDA Reporting:** Next public meeting will be in March 2025.

**G. City Management Agreement Status:** No update.

**H. Blight Building Update:** No update.

**I. City Park Improvement:** No update.

**J. 2024/2025 Fiscal Year Budget:** Budget approved 4/2/24. Amended 9/4/24.

**K. Grant Opportunities:** Brian shared several grant opportunities that are available for The City of Pinconning and sources who may assist in applications to the DDA Board. It was suggested to have a consultant assist with grant applications. Becky Lakin stated that she is working on a few grant options already.

**L. Bay Future:** No update.

**M. DDA Base Assessment:** No update.

**N. TIFA Overpayment Discussion:** No update.

**O. Special Millage Capture Legal Opinion Update:** Distributions will be captured by City every two to three weeks per Amy Bromberg. She will provide an update to DDA board at the December meeting.

**New Business:**

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

September Bills:

City of Pinconning (water bill): \$216.90

Pierson Environmental LLC (Port-o-John rental for park 6/6 – 10/6): \$500.00

Consumers Energy Community Building: \$399.74

Consumers Energy Welcome signs: (4471 N Huron Rd) \$46.97, (1930 E Pinconning Rd) \$55.77, and (3650 N Huron Rd) \$47.83.

Cleaning services for the Community Building: 9/16 \$100.00, 9/30 for \$100.00, Supplies for \$25.42.

Point and Pay: \$50.00

Michigan Downtown Association Annual Dues (10/1/24 – 10/1/25): \$350.00

**Motion made by Dacy Willard to approve the bills presented.**

**Second by Becky Strech Discussion: None. Motion Carried**

- B. Board Vacancy:** We have one DDA board position available.
- C. Downtown Improvement Items:** Sherri brought up that the trees need to be trimmed and cages to be painted. She also pointed out that there are some streetlights out on M13. Brian will put a call in for the light repairs.
- D. Area Wide Recreation Council Discussion:** Brian encouraged the City and Council to work with neighboring municipalities to improve chances for grants and partnerships for such applications projects.
- E. Community Building Snow Shoveling:** Chris Kuehne asked if the DDA board would be interested in his services for snow shoveling at the Community Building at the cost of \$15/time. **Motion By:** Sherri Boettcher to contract Chris for the 2024 – 2025 Winter season. **Second By:** Tara Marczak **Discussion: None. Motion Carried**

**Public Comment:** Kristin Boetefuer thanked the DDA for the funding for the school area improvements to the streets and lights. She noted that due to the DDA's funding for that project, the City was able to fix some sidewalks and a street in the City. She also shared her opinions on the DDA not approving the additional funding for the continuation of the seasonal workers. She stated that it would be beneficial to have the downtown area on Kaiser St. to have the trees trimmed, tree cages and trash cans painted. Kristin thanked the DDA for paying for the Community Building roof improvement. She stated that she'd like to see more advertising for the Community Building rentals to help recoup the expense. She emphasized the importance of the City and DDA working together.

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

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

Meeting adjourned at 4:26 pm

**Next Meeting November 7, 2024 at approximately 3:30 pm at City Hall**

Respectfully submitted by Tara Marczak, DDA Secretary

Minutes Approved \_\_\_\_\_  Date 11/7/24

Brian Saha, Chairperson

**City of Pinconning Downtown Development Authority**

Meeting Minutes

November 7, 2024

In Person – City Hall

Meeting called to order at 3:34 pm

**Members Present:** Chairman Brian Saha, Secretary Tara Marczak, Treasurer Josh Klee, Becky Streich, Dacy Willard, Sherri Boettcher, Lynn Snyder, Vice Chairman Matt Hycki

**Members Absent:** Cliff Holland

**Quorum Present**

**Approval of Minutes:** Minutes from October 1, 2024, were reviewed. **Motion made by Sherri Boettcher** to approve October 1, 2024, minutes. **Second by Dacy Willard Discussion: None. Motion Carried**

**Treasurer's Report:** Treasurer's report was reviewed showing a balance of \$77,246.38 as of October 31, 2024. **Motion made by Tara Marczak Second by Sherri Boettcher Discussion: None. Motion Carried**  
**Presentations:** None.

**Old Business:**

**A. Community Building & Parks:**

1. Pinconning Community Center: No update.
2. Rental Requests/Lease Documents: Deposit refund for T. Mathew to be reviewed/approved in bills.
3. Grant Status: No update on EV Charging Station grant.
4. Community Building Maintenance Items: Roof project should be completed by the end of next week.

**B. Gateway Signs:** Josh indicated that the Pinconning Linwood Area Chamber of Commerce did not have a quorum at the October meeting to review taking over the sponsorship. This is on their agenda for the Chamber's November 12<sup>th</sup> meeting.

**C. Streetscape Projects & Improvement/Christmas Decorations:** Christmas decorations to be put up close to Thanksgiving.

**D. Web Status/Updates:** No update.

**E. City of Pinconning Marketing Plan Discussion:** Recreation is being updated and Master Plan needs to be updated as is over 30 years old. Brian shared information with The City regarding this process and grants available to the City of Pinconning last month. The City is aware that master plan needs to be updated but is not currently working on this. The last Master plan was updated in the 90s. Advisement from a consultant at Wade Trim & MEDC contacts indicated the Master Plan should be updated prior to applying for grants. Becky Lakin stated that the City is working on finding a firm to partner with for updating the Master Plan. Tara proposed to the DDA board that we should keep that in mind for our budget to help support that cost with the City to update the City of Pinconning Master Plan which is key to obtaining grants.

Matt Hycki, Vice Chairman arrived.

**F. Required State of Michigan DDA Reporting:** Next public meeting will be in March 2025.

**G. Blight Building Update:** Brian shared that the DDA paid for the demolishing of two properties previously for \$41,900. Those two parcels resulted in a tax sale of \$2,500. All these funds were

not recouped by the City and to any proceeds receive be refunded to the DDA per agreement with the city when demolition funding was provided to the city by the DDA.

Becky Lakin requested that the DDA set aside funding for existing and new businesses for improvements the businesses may need. Matt Hycki spoke to the DDA board about the changes in the Health Department requirements for restaurants and how that is impacting his business. The DDA had a Business Improvement Program that acted as a grant program for business owners. This was earmarked for real-property improvements in the downtown development district area. **Motion by Josh Klee** to re-enact the program, update the forms, the funding would be a maximum of \$5,000 per project and subject to the business applicants following the application guidelines and the DDA board reviewing the requests and set a budget of \$15,000, thereby amending the budget line item for Business Improvement Program from \$0 to \$15,000. **Second by Becky Streich. Motion Carried.**

Becky Lakin requested that the DDA pay \$20,000 for the salary of a fire department employee. City Council approved the addition of the new firefighter employee. The City has \$20,000 budgeted for Fire Department salaries. The DDA discussed the need of this with the combination of budgeting for the Master Plan. This would likely be a reoccurring cost for the City. The DDA board agreed to refrain from making a motion on this request until they know more about what the costs look like for the Master Plan and not to subsidize the city general fund.

- H. **City Park Improvement:** No update.
- I. **2024/2025 Fiscal Year Budget:** Budget approved 4/2/24. Amended 9/4/24. Amended 11/7/24.
- J. **Grant Opportunities:** See above item E.
- K. **Bay Future:** Bay Future is in the process of identifying funding for a study of the M-13 commercial corridor and possible industrial opportunities. This study would include M-13 in Kawkawlin Township, Fraser Township, Pinconning Township, and the City of Pinconning. No municipality will have to pay for this study to be completed. A letter of support was requested from the municipalities involved. The City of Pinconning submitted this letter of support to Bay Future on 10/30. Brian proposed that the DDA board submit a letter of support as well. **Motion by Josh Klee** to send a letter of support for the M-13 corridor study. **Second by Becky Streich. Motion Carried.**
- L. **Board Vacancy:** We have one DDA board position available.
- M. **Area Wide Recreation Council Discussion:** No update.
- N. **Maintenance:** Sherri Boettcher asked about who was responsible for maintaining the trees and cages. Brian stated that this was a part of the City of Pinconning Summer maintenance agreement. He referenced that it was listed in that agreement with it being a part of the City Streetscape maintenance. It was noted that next year it may be more specifically listed as a requested item. Amy Bromberg indicated that the City is considering removing trees and cages due to the impact on the sidewalks. Lynn Snyder will contact the MSU Gardening Extension to see if their group is able to assist the City with their beautification efforts.

**New Business:**

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

October Bills:

Consumers Energy Community Building: \$222.91





**City of Pinconning Downtown Development Authority**

Meeting Minutes

December 5, 2024

In Person – Pinconning Community Center

Meeting called to order at 3:44

**Members Present:** Chairman Brian Saha, Secretary Tara Marczak, Dacy Willard, Lynn Snyder, Cliff Holland

**Members Absent:** Vice Chairman Matt Hyci, Treasurer Josh Klee, Sherri Boettcher, Becky Streich  
**Quorum Present**

**Approval of Minutes:** Minutes from November 7, 2024, were reviewed. **Motion made by Dacy Willard** to approve November 7, 2024, minutes. **Second by Lynn Snyder Discussion:** None. **Motion Carried**  
**Treasurer's Report:** Prior Treasurer's report was reviewed showing a balance of \$77,246.38 as of October 31, 2024. No new Treasurer's report is available for November.

**Presentations:** Wayne Hofmann, Client Funding Director at Wade Trim presented on grant opportunities. Master Plan updating grant opportunity called Housing Readiness Incentive Program. There are funds available for up to \$50k from the State. These monies are a first come, first serve. He advised that we move quickly on this opportunity. Wade Trim can apply for this process on behalf of the City of Pinconning at no cost, however they do need a City Official to be engaged in the application process. Wade Trim does prepare Master Plans as well. There is also a Recreation Passport Grant that has a grant opportunity for communities that do not have a parks & recreation plan. These grants can be up to \$150k with 25% match required and are due April 1<sup>st</sup>. He provided his input on the \$4M budget for the park plan is an unrealistic amount to fund fully with grants. A lot of the grants that are out there have match requirements that the City of Pinconning or DDA could not potentially financially support the required local match in funds. He talked about the difference between being "eligible" for grants and being "competitive" with grants. Wade Trim focuses on the competitive element. Wayne is going to email this information to Brian and Brian will share that information with the City Manager, Becky. Wayne encouraged to act quickly as funding is limited for the Housing Readiness Incentive Program.

**Old Business:**

**A. Community Building & Parks:**

1. Pinconning Community Center: No update.
2. Rental Requests/Lease Documents: No update.
3. Grant Status: No update on EV Charging Station grant. Friends of the Pinconning Community Center are seeking grants for façade update to the building.
4. Community Building Maintenance Items: Roof project is still in progress. The flat roof will be completed in the Springtime.

**B. Gateway Signs:** Tara stated that the Pinconning Linwood Area Chamber of Commerce discussed this at their November 12<sup>th</sup> meeting, however there isn't an individual able to take on that added responsibility at this time. Brian will check with the school again to see if there is interest in them assisting.

**C. Streetscape Projects & Improvement/Christmas Decorations:** Christmas decorations are being put up currently. Cliff questioned if there were decorations going to be placed on the light poles

North of the bridge on M13. Brian mentioned that if more decorations were to be purchased, after the Holiday time may be a better time to purchase these at a lower cost.

- D. **Web Status/Updates:** DDA Board members need to be updated on the website. Brian is going to send the website administrator the board member listing to update the site accordingly.
- E. **City of Pinconning Marketing Plan Discussion:** No update.
- F. **Required State of Michigan DDA Reporting:** Next public meeting will be in March 2025.
- G. **Blight Building Update:** No update.
- H. **City Park Improvement:** No update.
- I. **2024/2025 Fiscal Year Budget:** Budget approved 4/2/24. Amended 9/4/24. Amended 11/7/24.
- J. **Grant Opportunities:** No update.
- K. **Bay Future:** No update.
- L. **Board Vacancy:** We have one DDA board position available. Board members with terms ending in 2024 are Cliff Holland and Lynn Snyder. Both agreed to serve another two-year term on the DDA board. **Motion by Tara Marczak to extend the terms to 2026 for Cliff Holland and Lynn Snyder. Second by Dacy Willard Motion Carried**
- M. **Area Wide Recreation Council Discussion:** No update.
- N. **Business Improvement Program:** Updated documents were prepared and sent to the DDA board by Brian. DDA Board to review documents and approve their use for this program.

**New Business:**

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

November Bills:

Consumers Energy Community Building: \$TBD

Consumers Energy Welcome signs: (4471 N Huron Rd) \$TBD, (1930 E Pinconning Rd) \$TBD, and (3650 N Huron Rd) \$TBD

Point and Pay: \$50.00

TJG Lawn Service LLC (snow clearing of sidewalks): \$1,800.00; half due December 1<sup>st</sup>, 2024 and second half due February 1<sup>st</sup>, 2025.

**Motion made by Cliff Holland to approve the bills presented including the contract for the 2024 – 2025 Winter season for snow clearing of the sidewalks.**

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

- B. **Beautification Maintenance:** Lynn is working with MSU Extension on adding planters for the downtown area where the city is planning to remove some/all of the trees along the street corridors.

**Public Comment:**

**Adjournment:** Motion by Dacy Willard to adjourn the meeting.

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

Meeting adjourned at 4:43 pm

**Next Meeting January 2, 2025, at approximately 3:30 pm at City Hall**

Respectfully submitted by Tara Marczak, DDA Secretary

Minutes Approved \_\_\_\_\_  \_\_\_\_\_ Date 1/2/25

Brian Saha, Chairperson