

City of Pinconning Downtown Development Authority

Meeting Minutes

September 6, 2022

In Person – Community Building

Meeting called to order at 5:03 pm

Members Present: Chairman Brian Saha, Treasurer Josh Klee, Secretary Tricia Foldie, Lorie Szyperski, Lynn Snyder, Cliff Holland, Rebecca Miller (Streich), Mayor Vern Little

Members Absent: Vice Chairman Matt Hycki

Quorum Present

Approval of Minutes: Minutes from August 2, 2022, were reviewed.

Motion made by Lorie Szyperski to approve August 2, 2022, minutes.

Second by Rebecca Miller (Streich)

Discussion: Vern Little expressed concerns about the city management agreement being approved. Brian let him know that it was reviewed, discussed, and approved at the August meeting. The agreement will now be moved to the city for review.

Role Call: Saha-Yes, Klee-Yes, Foldie-Yes, Szyperski-Yes, Snyder-Yes, Holland-Yes, Miller (Streich)-Yes, Little-No

Motion Carried

Treasurer Report: Treasurer's report was reviewed showing a current balance in the bank of \$67,745.04.

Motion to approve the treasury report by Tricia Foldie.

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

Presentations:

- A. No update on the Community Center renovation.
- B. Bay Future presentation by Trevor Keys: Trevor presented the benefits to partnering with Bay Future. Their goal would be to help grow the Pinconning area. There is not a flat membership fee as they recognize everyone's financial situation is different.
- C. City sponsor light pole presentation by Amy Bromberg: Amy presented an idea of having the DDA light poles sponsored and decorated for the Fall season. Lorie Szyperski will be working on this project with Amy.

Old Business:

A. Community Building & Parks:

Motion made by Vern Little to approve the city to accept payments for the Community Building rentals through their Point & Pay system for the DDA.

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

Motion made by Lorie Szyperski to appoint Cliff Holland in charge of approving Community Building rentals with the authority to decide on refunding deposits.

Second by Vern Little **Discussion:** None **Motion Carried**

Motion made by Josh Klee to amend the Community Building rental application to state three payment options of cash, check or card (point & pay). Check and Cash can be paid at City Hall or to Cliff Holland. Card payments can be made online or at City Hall.

Second by Vern Little Discussion: None Motion Carried

- 6) Legal ownership issue: Amy will be sending Brain and Tricia documents to review.
- B. **Gateway Signs:** The sign by the school is down and needs to be re-botted. Josh Klee was going to see if he could get this fixed.
 - C. **Streetscape Projects & Improvement/Christmas Decorations:** We have several poles with missing brackets. Lorie will be looking into this. The sensors are also not working. Brian will get a quote on getting the poles repaired.
 - D. **Web Status/Updates:** No update
 - E. **City of Pinconning Marketing Plan Discussion:** Several events are coming up, including a Golf Outing, and two Rob Little shows. Tickets to Rob Little's shows can be purchased at CJ's, Wilson's Cheese and Fam Bureau.
 - F. **Required State of Michigan DDA Reporting:** No Update
 - G. **City Management Agreement Status:** This was sent to the city for review. Amy and Becky would like to have an informal meeting to discuss some of the verbiage.
 - H. **Blight Building Update:** Neither property sold at auction.
 - I. **City Park Improvement:** The Youth League is still trying to raise money for their Light Up The Field project.
 - J. **Purchase Policy for DDA:** Updated last month.
 - K. **2022/2023 Fiscal Year Budget:** No Update
 - L. **Grant Opportunities:** Bay Future would be able to assist with many grant opportunities if the DDA approves to partner with them.
 - M. **Bay Future Investment Information:** See presentation.
 - N. **Board Vacancies:** No Update.
 - O. **Executive Committee Approved:** No Update.

New Business:

- A. **Bills and Accounts to Pay:** The following bills were reviewed. Point & Pay for \$50.00, Dore & Associates for \$10,600, Consumers Energy for Community Building for \$170.92, Consumers energy for the three gateways signs for \$39.63, \$53.57 and \$49.60.

Motion made by Josh Klee to approve the bills presented.

Second by Cliff Holland Further Discussion: None Motion Carried

the City Manager. Brian expressed concern about this being located so close to the public park and school. Vern Little also voiced concern about the amount of money being spent on the gateway signs. Both Cliff and Brian expressed that this purchase was made to attract people to Pinconning, the signs are still under warranty so at this time the DDA has not been responsible for covering the cost of the sign repairs.

Josh Klee adjourned at 6:44 pm.

Adjournment: Motion by Lorie Szyperski to adjourn the meeting.

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

Meeting adjourned at 6:51pm

Next Meeting October 4, 2022, at approximately 5:00pm at Community Center

Respectfully submitted by Tricia Foldie, DDA Secretary

Minute Approved *Brian Saha* Date 10/4/22

Brian Saha, Chairperson

City of Pinconning Downtown Development Authority

Meeting Minutes

October 4, 2022

In Person – Community Building

Meeting called to order at 5:11 pm

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

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

Quorum Present

Approval of Minutes: Minutes from September 6, 2022, were reviewed.

Motion made by Lorie Szyperski to approve September 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 \$81,739.96 as of 10/1/2022.

Motion to approve the treasury report by Tricia Foldie.

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

Presentations:

A. Brian reviewed an email sent by Ellen Charlebois on the updates for the Community Building.

Renovations Yet to Complete

- *We need to purchase ceiling molding and have it installed in the kitchen before the equipment is installed. Other than cleaning, the kitchen work will then be done. In the meantime, some of the kitchen equipment needs to remain on the gym floor so that carpenters don't have to move it around. Clif has asked about the availability of the room for basketball, but the gym floor isn't clear at this time.*
- *We are still waiting on shipment of one wall trash receptacle (the first was damaged) for the women's ADA restroom. Once that is received/installed, and the room is cleaned, it be done.*
- *A Donor Recognition Wall will be installed in the lobby the week of October 17th.*
- *Plans for the roof over the front entrance need to be finalized, then we can get started with quotes, etc.*
- *A proposal is expected this week for the handrails on the ramp and front entrance. We hope to have that installed by the end of the month.*
- *Although not in our original renovation plans, the back entrance has deteriorated to the point of being a safety hazard. We have applied for grant funding to fix the back entrance including the landings, steps, handrail, and door.*
- *There are few minor details here and there, we will soon complete a walk through to finish those things up.*

Other

- *Is there an update on cleaning personnel for the building? Although used very little right now, it needs to be regularly cleaned.*
- *Is there an account set up at Gordon's so that restroom paper towels and soap for dispensers, can be purchased? I have personally purchased towels and soap, but I can't continue to do that.*
- *We have noticed that the basement lights have been left on and that the inside basement door has been left open which can create a draft. Not sure who has access to the basement, but please remind people to turn off lights and close the door.*
- *We would like to ask the DDA to pay Hugo's directly for rekeying the building (once all outside doors are installed) and to purchase fire extinguishers. Please let me know if this would be possible.*

Open House

The Friends of the Pinconning Community Center has decided to hold an open house for the building on Wednesday, November 2, from 4:00 to 7:00 p.m. Although the roof over the front entrance won't be complete, we have donors that are very curious and will all of delays related to COVID we thought it best to have the open house now rather than wait. We will invite the public, all donors, all workers... everyone welcome. We will have some "before & after" photos on display, give tours, and share info about the work completed. We are looking for donations of refreshments to offer our guests. If anyone on the DDA board could help with that, it would be appreciated!

Old Business:

- A. Community Building & Parks:** The updated lease agreement has been created. Amy is working with point & pay to start accepting payments for the Community Building.
Brian reviewed the finding from the Land Contract Sale agreement between the City of Pinconning and DDA for purchasing the Community Building on 2/5/2002 for purchase price of \$20,500.00. The final payment was made on 2/5/2004 for (2 checks) total of \$7,470.47 showing Land Contract was paid in full to the City of Pinconning by the DDA.
Tricia Foldie made a motion to approve up to \$500.00 to have MBS Title handle the title work and Deed for the sale of this property.
Second by Rebecca Streich Discussion: None Motion Carried
- B. Gateway Signs:** Lorie has been reaching out regularly on the repair of these signs, they should be worked on this week.
- C. Streetscape Projects & Improvement/Christmas Decorations:** Lorie will be working with Lynn on figuring out how many lights need to be replaced for the Christmas decorations and getting a quote on the cost to replace them.
- D. Web Status/Updates:** No update
- E. City of Pinconning Marketing Plan Discussion:** No update
- F. Required State of Michigan DDA Reporting:** No Update
- G. City Management Agreement Status:** Brian will be meeting with Becky on this to discuss the monthly accounting figure.
- H. Blight Building Update:** No update on sale of these properties.

- I. **City Park Improvement:** The Youth League field work has been completed and they are still raising money for the updated lights. The light grant has been extended.
- J. **2022/2023 Fiscal Year Budget:** No Update
- K. **Grant Opportunities:** No update
- L. **Bay Future Investment Information:** Lorie Szyperski made a motion to approve to partner with Bay Future and pay them a \$500.00 membership fee.
Second by Tricia Foldie Discussion: None Motion Approved
- M. **Board Vacancies:** No Update.

New Business:

- A. **Bills and Accounts to Pay:** The following bills were reviewed. Point & Pay for \$50.00, Consumers energy for the three gateways signs for \$40.68, 56.22. 52.63, SJ Digital July-September \$1,500.00 and October-December \$1,500.00, City Utility Bill for the Community Building for \$181.90. Bock Electrics bill for the work on the Community Buildings kitchen remodel pushed this projects budget over the \$25,000.00 the was allotted, a bill was not present.
Motion made by Tricia Foldie to approve the bills presented including Bock electrics bill in the amount up to \$5,599.00.
Second by Lorie Szyperski Further Discussion: None Motion Carried
- B. Lorie made a motion to approve Amy Bromberg to create a Night/Day Drop agreement with Independent Bank with Amy being the contact for any differences with the deposit.
Second by Rebecca Streich Discussion: None Motion Carried
- C. Brian & Josh is having the Insurance policy for the Community Building reviewed. He will be getting clarification on the real & personal property coverage.

Public Comment: None

Adjournment: Motion by Tricia Foldie to adjourn the meeting.

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

Meeting adjourned at 5:52 pm

Next Meeting November 1, 2022 at approximately 5:00pm at Community Center

Respectfully submitted by Tricia Foldie, DDA Secretary

Minute Approved *Brian Saha* Date 11/2/22

Brian Saha, Chairperson

City of Pinconning Downtown Development Authority

Meeting Minutes

November 2, 2022

In Person – Community Building

Meeting called to order at 5:28 pm

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

Members Absent: Vice Chairman Matt Hycki, Lynn Snyder, Rebecca Streich, Mayor Vern Little

Quorum Present

Approval of Minutes: Minutes from October 4, 2022, were reviewed.

Motion made by Lorie Szyperski to approve October 4, 2022, minutes.

Second by Cliff Holland

Discussion: None

Motion Carried

Treasurer Report: Treasurer's report was reviewed showing a balance in the bank of \$75,371.35 as of 10/31/2022.

Motion to approve the treasury report by Tricia Foldie.

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

Presentations:

- A. Open House of the Pinconning Community Center is being held on November 2, 2022, from 4:00pm-7:00pm.
- B. Joe Frost and Trevor Keys joined the meeting. Joe Frost went over a presentation on behalf of Michigan Economic Development Corporation (MEDC). They have several programs that assist with community development. Joe will be joining us again to talk more about becoming RRC certified. The city marketing plan will also need to be reviewed.
- C. Becky Lakin spoke about getting the light poles prepped for Christmas. The DDA plans to have the fall decorations out until Thanksgiving so the Christmas decorations should be going up the first week of December. Lorie will be working with the city on the layout for the poles. They will also be working on a contest for decorating your store fronts.

Old Business:

A. Community Building & Parks:

The open house was discussed during presentations.

Ellen applied for a grant to help with the cost of the entrance. No update on this currently.

Brian and Tricia will be working on the title work for the building.

Cliff will be working on getting a new cleaner for the building.

B. Gateway Signs: The signs are up and running.

C. Streetscape Projects & Improvement/Christmas Decorations: See presentation.

D. Web Status/Updates: No update

E. City of Pinconning Marketing Plan Discussion: see presentation.

F. Required State of Michigan DDA Reporting: No Update

G. City Management Agreement Status: No Update

- H. **Blight Building Update:** Kaiser property on hold while the State is reviewing for contamination.
- I. **City Park Improvement:** No update.
- J. **2022/2023 Fiscal Year Budget:** No Update
- K. **Grant Opportunities:** No update
- L. **Bay Future Investment Information:** See presentation.
- M. **Board Vacancies:** No Update.

New Business:

- A. **Bills and Accounts to Pay:** Bills reviewed were: Point and Pay for \$50.00, the three consumer bills for the gateway signs, \$43.37, \$50.69, \$47.24.
Motion made by Josh Klee to approve the bills presented.
Second by Cliff Holland Further Discussion: None Motion Carried
- B. Brian requested to complete an application to establish a Gordan's Food Service account in order-to-order janitorial supplies for the Community Center.
Josh Klee made a motion to approve Brian to complete the Gordan's Food Service Application.
Second by Tricia Foldie Further Discussion: None Motion Carried
- C. Brian presented a bid from TJG Lawn Services to cover the snow removal for this season. The total cost will be \$1,800.00. 1st half due by December 1, 2022, and the 2nd half will be due by February 1, 2023.
Motion made by Lorie Szyperski to hire TJG Lawn Service for this season's snow removal.
Second by Josh Klee Further Discussion: None Motion Carried
- D. Amy had sent an email to the DDA requesting consideration on cover the cost of the Point & Pay system which is \$50.00 a month. The DDA had initially approved to cover this for one year. Lorie Szyperski made a motion to approve to cover the Point & Pay cost of \$600 for 12 months which is \$50 per month for one more year.
Second by Josh Klee
Further discussion: Tricia Foldie asked for clarification on the timeframe. It was confirmed this timeframe would be November 1, 2022 -October 31 2023.
Motion Carried.

Public Comment: None

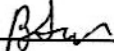
Adjournment: Motion by Cliff Holland to adjourn the meeting.

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

Meeting adjourned at 6:23 pm

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

Respectfully submitted by Tricia Foldie, DDA Secretary

Minute Approved _____  _____ Date 12/6/22

Brian Saha, Chairperson

City of Pinconning Downtown Development Authority

Meeting Minutes

December 6, 2022

In Person – Community Building

Meeting called to order at 5:05 pm

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

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

Quorum Present

Approval of Minutes: Minutes from November 1, 2022, were reviewed.

Motion made by Lorie Szyperski to approve November 1, 2022, minutes.

Second by Rebecca Streich

Discussion: None

Motion Carried

Treasurer Report: Treasurer's report was reviewed showing a balance in the bank of \$74,218.16 as of 12/5/2022.

Amy Bromberg discussed concerns that were brought to her attention about the DDA holding funds from a grant for the Pinconning Youth League and the Community Building. These were grants that the DDA applied for. Amy and Brian will be discussing this further.

Motion made by Tricia Foldie to approve the treasury report.

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

Presentations:

- A. Pinconning Youth League- Andy Bergeron presented the DDA with a bill for the ball fields. The original quote was for \$14,900.00 but the invoice came in for \$11,400.00. Andy had requested that the DDA do a contribution to the Pinconning Youth League for the difference of \$3,500.00. The DDA had received a grant for \$7,500.00 for the cost of the work on the fields and approved to cover the additional cost up to the original quote of \$14,900.00. Andy talked about several projects the League would like to accomplish, including the lights, bleachers and dugouts. The DDA has requested Andy to provide us quotes on these additional projects.
- B. Bay Future-Jim Reaume and Michelle Judd joined the meeting. Michelle is a Bay County consultant for small businesses. There are several services they have to offer. Michelle recommended visiting their website michigansbdc.org.
- C. Amy Bromberg asked the DDA to consider covering the cost of the cookies for the Santa in the City event. The city thought these were being donated but there was a miscommunication and they were charged \$172.40.

Motion made by Lorie Szyperski to cover the costs of \$172.40 for the cookies for the Santa in the City event.

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

Old Business:

- A. **Community Building & Parks:** Friends of the Community Building submitted a grant request and were approved. This grant will go towards updating the South entrance. The Gordon Supply account is open and ready to be used.

Tricia Foldie worked with MBS title on getting the deed updated. The cost came in over the original \$500.00 approved during the October meeting.

Motion made by Tricia Foldie to cover the additional cost of \$192.40 to MBS title to update the Community Center Deed.

Second by Lorie Szyperski Discussion: None Motion Carried

- B. **Gateway Signs:** No Update
- C. **Streetscape Projects & Improvement/Christmas Decorations:** Lorie Szyperski has bulb needed to finish the Christmas decorations. Becky Lakin contacted Bock Electric about a few poles that are not working.
- D. **Web Status/Updates:** No update
- 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:** The Oullette parcel sold for \$1,300.00. Kaiser property still needs to be released for tax sale.
- I. **City Park Improvement:** See presentation.
- J. **2022/2023 Fiscal Year Budget:** No Update
- K. **Grant Opportunities:** No update
- L. **Bay Future Investment Information:** See presentation.
- M. **Board Vacancies:** Vern Little resigned as the Pinconning City Mayor, the city is hopeful they will have a replacement in January.
- N. **Gordon Food Account Application:** See presentation.

New Business:

- A. **Bills and Accounts to Pay:** Bills reviewed were: Point and Pay for \$50.00, the three consumer bills for the gateway signs, \$46.20, \$49.49 and \$54.12. MBS Title for \$692.30, Fire Extinguisher for the Community Building for \$294.00. Consumers Energy for the Community Building for \$339.88.

Motion made by Tricia Foldie to approve the bills presented.

Second by Lorie Szyperski Further Discussion: None Motion Carried

- B. Brian presented to quotes for new cleaners for the Community Building. We had been paying the cleaners for two days a month at \$50.00 each cleaning. The first quote is two cleanings per month at \$100.00 each cleaning and the second quote was for \$50 per hour. We will see if we can get additional quotes.
- C. Tricia Foldie asked about reviewing the scheduled time for our meetings since several board members have not been able to attend. This will be discussed further at our January meeting.

Public Comment: None

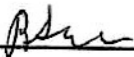
Adjournment: Motion by Tricia Foldie to adjourn the meeting.

Second by Rebecca Streich Further Discussion: None Motion Carried

Meeting adjourned at 6:13 pm

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

Respectfully submitted by Tricia Foldie, DDA Secretary

Minute Approved _____  _____ Date 1/3/23

Brian Saha, Chairperson