

City of Pinconning Downtown Development Authority

Meeting Minutes

July 10, 2025

In Person – Pinconning Community Center

Meeting called to order at 3:38 pm

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

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

Quorum Present

Approval of Minutes: Minutes from June 5, 2025, were reviewed. **Motion made by** Sherri Boettcher to approve June 5, 2025, minutes. **Second by** Lynn Snyder **Discussion:** None. **Motion Carried**

Treasurer's Report: As of June 30, 2025, the reconciled Treasurer's report shows \$62,955.18. The bank statement shows \$65,570.28 with 10 checks still outstanding. **Motion made by** Tara Marczak **Second by** Jeff Phinney **Discussion:** None. **Motion Carried**

Presentations: Becky Lakin presented the new banners for the light poles in the city to feature the Pinconning Fraser Fire Department. She provided a quote from Extreme Graphics & Signs for 15 18" x 48" 2 sided banners. They were \$65.00 for a total of \$975.00 for the quote provided. She mentioned that there may be a per banner price break if they were to order a larger quantity. There was discussion with the DDA Board about support for the project, however they would like to see involvement from surrounding municipalities. This would allow the police and ambulance personnel to be featured as well. Becky stated that there are 70 poles currently and all are being used. A discussion of more brackets being purchased to add to the poles so the city can display two banners at a time was had. Becky is going to bring back more information to the August meeting about the pricing of additional banners, brackets, and to see if there can be a partnership with local municipalities for the cost portion.

Old Business:

A. Community Building & Parks:

1. Pinconning Community Center: No update.
2. Rental Requests/Lease Documents: No update.
3. Grant Status: Rural Readiness grant application submitted by Ellen from the Friends of the Pinconning Community Center group.
4. Community Building Maintenance Items: No update.

B. Gateway Signs: Brian contacted the contractor to look at the South welcome sign as it is experiencing issues.

C. Streetscape Projects & Improvement/Christmas Decorations: Lynn met with MDOT on Thursday, June 12th to review options for the corridor for replacing the trees. MDOT needs to know our plans for the next steps whether that be new trees, shrubs, planters, or grass.

D. Web Status/Updates: No update.

New Business:

A. Bills and Accounts to Pay:

July Bills:

Consumers Energy Community Center: \$321.44

Consumers Energy Welcome signs: (4471 N Huron Rd) \$51.50, (1930 E Pinconning Rd) \$61.48, and (3650 N Huron Rd) \$49.71
Point and Pay: \$50.00
Tonya Bayne (CC cleaning services/supplies): 6/9: \$145.83, 6/25: \$125.00
McGraw Morris P.C. (5/12 & 6/10 Legal Opinion): \$314.50
City of Pinconning (Water Bill): \$91.56
ProScape Landscaping (FY '25 agreement): \$12,151.79
Brian Saha (Reimbursement for DDA PO Box rental): \$84.00
Pinconning Township (FY '25 Service Agreement Attorney fees): \$2,610.00
Bay Future (2025 Investment): \$500.00
SJ Digital (July – September): \$750.00

Motion made by Cliff Holland

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


- B. **FY 25/26 DDA Officers Election:** Proposed officers for the 2025/2026 fiscal year are as follows:
Chairman = Brian Saha, Vice Chairman = Matt Hycki, Secretary = Tara Marczak, Treasurer, Josh Klee. **Discussion:** Tara shared that she would continue to Secretary role until the end of her term in December 2025. Due to her various responsibilities, she may not continue serving on the DDA board past December 2025. **Motion made by** Cliff Holland to appoint the officers as stated with Tara serving as Secretary until another board member can fill that role or until December 2025. **Second by** Jeff Phinney. **Roll call vote** by board members present. All present board members voted YES. **Motion carried.**

Sherri Boettcher left at 4:08 pm.

Adjournment: Formal meeting adjourned by Brian Saha at 4:08 pm due to no longer having a quorum.

Next Meeting August 7, 2025 at 3:30 pm at Pinconning Community Center

Respectfully submitted by Tara Marczak, DDA Secretary

Minutes Approved  Date 8/7/25

Brian Saha, Chairperson