

City of Pinconning Downtown Development Authority

Meeting Minutes

January 2, 2025

In Person – City Hall

Meeting called to order at 3:31 pm

Members Present: Chairman Brian Saha, Vice Chairman Matt Hycki, Secretary Tara Marczak, Lynn Snyder, Becky Streich, Sherri Boettcher

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

Quorum Present

Approval of Minutes: Minutes from December 5, 2024, were reviewed. **Motion made by** Lynn Snyder to approve December 5, 2024, minutes. **Second by** Becky Streich **Discussion:** None. **Motion Carried**

Treasurer's Report: Reconciled Treasurer's report was reviewed showing a balance of \$79,150.88 as of November 30, 2024. As of December 31, 2024, the Treasurer's report shows \$68,367.64. **Motion made by** Becky Steich **Second by** Matt Hycki **Discussion:** None. **Motion Carried**

Presentations: None.

Old Business:

A. Community Building & Parks:

1. Pinconning Community Center: 2024 usage recap included 369 hours of nonprofit & youth organization rentals; a total of 112 dates reserved/used. Building rentals included 153 hours over 36 total dates. This is an increase over 2023 308 hours/98 dates reserved for nonprofit & youth organizations and 51 hours/20 dates for building rentals. Total recap increased from 118 dates in 2023 to 148 dates in 2024 and 359 hours in 2023 up to 522 hours in 2024.
2. Rental Requests/Lease Documents: No update.
3. Grant Status: No update on EV Charging Station grant. Friends of the Pinconning Community Center is 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: All signs are fully operational.

C. Streetscape Projects & Improvement/Christmas Decorations: Brian received an estimate received by Bock Electric for repairs on light posts for \$1,800 - \$2,000 plus any additional parts that become aware of. **Motion by** Tara Marczak. **Seconded by** Matt Hycki. **Discussion:** None. **Motion Carried.** Becky Lakin will start an outreach for banners for high school seniors in the coming weeks. These banners would be displayed in May – June throughout the City. Discussion surrounding any other season banners was had. To be determined the location of the season banners that were previously purchased by the DDA. Becky Lakin is going to look into their location. US Flags are new and ready for display when the time comes.

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: Becky Lakin submitted letter of intent working with Wade Trim for updating the Master Plan for Pinconning. Brian emphasized the importance of the City continuing to look for grant opportunities and utilizing our identified partners.

- F. **Required State of Michigan DDA Reporting:** Next public meeting will be in March 2025.
- G. **Blight Building Update:** Becky Lakin is working with somebody on resolving the building on VanEtten that was damaged by the fire. The business on Mable St is in foreclosure currently.
- 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. Becky Lakin provided a notice to the DDA board that stated they would like to relinquish all services provided to the DDA effective February 1, 2025. Given the short time frame, it was requested that the City reconsider this date and continue through the end of the DDA fiscal year, which is the end of June 2025, according to contract terms. Brian reviewed the contract between the City and the DDA for clarity on the signed arrangement. The contract outlines the responsibilities of the City for the bookkeeping details for the year. Becky Lakin, City Manager, Sherri Boettcher, Mayor, and Amy Bromberg, Treasurer all agreed to continue their services through end of June 2025 per contract executed for these services in July 2024 for the DDA fiscal year ending 6/30/24.
- J. **Grant Opportunities:** See above (Item E).
- K. **Bay Future:** No update.
- L. **Board Vacancy:** We have one DDA board position available.
- M. **Area Wide Recreation Council Discussion:** Brian encouraged coordination and partnership with our surrounding municipalities as the city starts to look for funding opportunities for the park improvements. Becky Lakin will email Andy K at Pinconning Schools to see if there is interest.
- N. **Business Improvement Program:** Updated documents were prepared and sent to the DDA board by Brian. DDA Board to review documents dated December 2024 and approve and implement the program. The program will be advertised through local media sources. Business applicants would complete the application but also attend a DDA meeting to present to the DDA board for approval. **Motion by** Tara Marczak **Second by** Becky Streich **Discussion:** None. **Motion Carried.**

New Business:

A. Bills and Accounts to Pay:

December Bills:

Consumers Energy Community Building: \$655.45
Consumers Energy Welcome signs: (4471 N Huron Rd) \$43.76, (1930 E Pinconning Rd) \$52.84, and (3650 N Huron Rd) \$43.12
Point and Pay: \$50.00
Chris Kuehne (snow removal 12/20 & 12/24): \$30.00
My Members Insurance Agency (CB Insurance Renewal eff. 2/8/25): \$6,555.00
City of Pinconning (CB Water Bill): \$182.30
Tonya Bayne (CB cleaning services): 12/23 for \$100.00, 12/17 for \$123.98 (includes supply reimbursement)
SJ Digital Marketing: \$1,500.00

Motion made by Sherri Boettcher

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

Public Comment: None.

Adjournment: Motion by Sherri Boettcher to adjourn the meeting.

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

Meeting adjourned at 4:26 pm

Next Meeting February 6, 2025, at approximately 3:30 pm at City Hall

Respectfully submitted by Tara Marczak, DDA Secretary

Minutes Approved Brian Saha Date 2/6/25

Brian Saha, Chairperson

City of Pinconning Downtown Development Authority

Meeting Minutes

February 6, 2025

In Person – City Hall

Meeting called to order at 3:30 pm

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

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

Quorum Present

Approval of Minutes: Minutes from January 2, 2025, were reviewed. **Motion made by** Dacy Willard to approve January 2, 2025, minutes. **Second by** Becky Streich **Discussion:** None. **Motion Carried** Sherri Boettcher arrived.

Treasurer's Report: As of January 31, 2025, the Treasurer's report shows \$73,959.39. **Motion made by** Tara Marczak **Second by** Lynn Snyder **Discussion:** None. **Motion Carried**

Presentations: Jim Reaume, Bay Future, provided an update on the EDA industrial study along M-13. He thanked the DDA and the City for the letter of support. The Federal grant is being submitted for this funding. He is hoping that this study could be completed in 2025. Encouraged small business development services to all businesses.

Old Business:

A. Community Building & Parks:

1. Pinconning Community Center: Becky Lakin asked about the possibility of using the Community Center for a warming/cooling center in the future when extreme weather conditions warrant a need in our area. Inquiries about that should be directed to Becky Lakin and Brian.
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:** All signs are fully operational. Becky Lakin is going to give the phone number for a contact at MDOT to Lorie who is updating the signs so Lorie can ask questions about posting community logos.

- C. Streetscape Projects & Improvement/Christmas Decorations:** Bach Electric has the light pole repairs on their schedule. The Board asked Lorie to shop around for some more light pole snowflake type decorations. She will investigate those decorations and will submit that information to the DDA. Becky Lakin shared that the Senior banners program has been shared to their Facebook page for any Seniors who are looking to participate. She also stated they are looking for sponsorships for some students who want to participate but may not be able to afford the cost. There was a discussion about using bigger banners for better visibility. Becky Lakin stated that the brackets on the poles are the reason for not having bigger banners. Lorie is going to look into the pricing of those brackets as well.

- D. **Web Status/Updates:** DDA updates have been made. 2024 annual website usage report was provided.
- E. **City of Pinconning Marketing Plan Discussion:** Becky Lakin stated that she found out that the DDA can apply for grants on behalf of the DDA using the City's EIN and the City's approval. No update on the recreational plan from the city.
- F. **Required State of Michigan DDA Reporting:** Next public meeting will be on March 6, 2025, at 3:15 PM at the Pinconning Community Building.
- G. **Grant Opportunities:** Redevelopment Ready Community through MEDC; Jim Reaume spoke to the specifics of this status. A big point is the Master Plan being updated within last 5 years. Another program is the Michigan Mainstreet process. Jim stated that the MEDC will provide an individual to present at meetings if requested. Brian has been in touch with Wade Trim regarding their grant services. Wayne Hoffman, Wade Trim, will be at the next meeting to provide an update on the Master Plan progress.
- H. **Blight Building Update:** No update.
- I. **City Park Improvement:** No update. The Youth League will have a proposal for funding requests next month.
- J. **2024/2025 Fiscal Year Budget:** Budget approved 4/2/24. Amended 9/4/24. Amended 11/7/24. City services will continue through the end of June 2025. The annual audit was sent to the DDA board. To be posted on website.
- K. **Bay Future:** See presentations above.
- L. **Board Vacancy:** We have one DDA board position available.
- M. **Area Wide Recreation Council Discussion:** No update.
- N. **Business Improvement Program:** No update.

New Business:

A. Bills and Accounts to Pay:

January Bills:

Consumers Energy Community Building: \$920.11
Consumers Energy Welcome signs: (4471 N Huron Rd) \$44.14, (1930 E Pinconning Rd) \$53.56, and (3650 N Huron Rd) \$45.47
Point and Pay: \$50.00
Chris Kuehne (snow removal 1/9, 1/10, 1/11, 1/13): \$60.00 and (snow removal 2/6): \$15.00
Tonya Bayne (CB cleaning services): 1/6 for \$100.00, 1/20 for \$100.00, 2/3 for \$120.00 (included cleaning supplies)
Franks Hardware (Christmas tools/supplies): \$47.81
SJ Digital Marketing (January – March) \$750.00
McGraw Morris P.C. (12/5/24 services): \$70.00 (January services): \$351.50

Motion made by Tara Marczak

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

- B. **Taxation Policy:** Discussion about high taxation and how it impacts economic growth and development. Bay Future study will help uncover some more information on this topic.
- C. **Promotion/Event Funding Request:** Pinconning Linwood Area Chamber of Commerce (Lorie) requested the DDA board provide \$5,000 to assist with CheeseTown Fireworks in 2025. This year's festival is June 13th & 14th. **Motion made by** Dacy Willard to provide \$5,000 for the

CheeseTown fireworks to the PLACC. **Seconded by** Lynn Snyder. **Discussion:** None. Vote: Lynn: Yea, Dacy: Yea, Brian: Yea. Tara Marczak and Becky Streich abstained. **Motion Passed.**

D. **Landscaping:** Lorie asked about the upkeep of the trees and cages that are along the streets.

E. **Accounting Services Proposals Requests:** Brian is working with some firms to get some costs on services.

Public Comment: Becky Lakin congratulated Tara Marczak on her appointment as President of the Pinconning Linwood Chamber of Commerce.

Chris Kuehne would like to be considered for the vacant DDA position. He shared that he has a mowing business as well as serving on his church board and was a City Council member for 5 years. He shared his thoughts on the taxing within the City of Pinconning and how he could help with the communication between the groups (City of Pinconning, Chamber of Commerce, DDA).

Becky Lakin shared that the Pinconning Township/Northern Bay Ambulance is suing the City of Pinconning and Fraser Township.

Adjournment: Motion by Sherri Boettcher to adjourn the meeting.

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

Meeting adjourned at 4:37 pm

Next Meeting March 6, 2025, at 3:15 pm at Pinconning Community Center

Respectfully submitted by Tara Marczak, DDA Secretary

Minutes Approved  Date 3/6/25

Brian Saha, Chairperson

City of Pinconning Downtown Development Authority

Meeting Minutes

March 6, 2025

In Person – Community Building

Meeting called to order at 3:48 pm

Members Present: Chairman Brian Saha, Treasurer Josh Klee, Vice Chairman Matt Hycki, Lynn Snyder, Dacy Willard, Mayor Sheri Boettcher

Members Absent: Becky Streich, Cliff Holland, Secretary Tara Marczak

Quorum Present

Approval of Minutes: Minutes from February 6, 2025, were reviewed. **Motion made by** Dacy Willard to approve February 6, 2025, minutes. **Second by** Sheri Boettcher **Discussion:** None. **Motion Carried**

Treasurer's Report: As of February 28, 2025, the Treasurer's report shows \$74,768.79 **Motion made by** Matt Hycki **Second by** Dacy Willard **Discussion:** None. **Motion Carried**

Presentations: Letter from Pinconning Youth League Organization. They are seeking grants to upgrade the dugouts at Doc Litchfield Park. They have applied to the Northern Bay County Fund. They will need between \$13,000 - \$20,000. We have supported the PYLO in the past. After some discussion the board decided to table until the next board meeting.

Jim from Bay future spoke on feasibility study on M-13 corridor. They are applying for EDA grants to cover the expense of the study. This study will provide us with good strategies to work on to bring businesses to the corridor. He is hopeful that the study will be done by the fourth quarter of this year. The study will range from Kawkawlin all the way to the northern county line.

Old Business:

- A. **Community Building & Parks:** Flat part of roof to be completed when the weather breaks.
- B. **Gateway Signs:** Lorie could use some more items to put up on the signs.
- C. **Streetscape Projects & Improvement/Christmas Decorations:** Lorie Szyperski asked what we would like to add to the Christmas décor. Suggested stars or banners. The board discussed banners, size, and brackets needed. Motion made to approve 24 new banners up to \$2000 made by Josh Klee, second by Matt Hycki. No further discussion. Motion carried.
- D. **Web Status/Updates:** Nothing new
- E. **City of Pinconning Marketing Plan Discussion:** Wade Trim needs the finalized recreation plan to pursue grants.
- F. **Required State of Michigan DDA Reporting:** Held meeting today March 6, 2025 before regular board meeting.
- G. **Grant Opportunities:** Nothing new.
- H. **Blight Building Update:** No update.
- I. **City Park Improvement:** No update.
- J. **2024/2025 Fiscal Year Budget:** Amended 11/7/24. The city asked for funds to cover our share of the annual audit. Auditor info shows DDA portion to be approximately \$600. Motion made by Josh Klee to approve the \$600 to cover DDA portion of the audit, second by Matt Hycki. No further discussion. Motion Carried.
- K. **Funding Scout:** Presented last month. They applied for a grant to pay for the master plan in the amount of \$40,000.
- L. **Bay Future:** See presentations above.
- M. **Board Vacancy:** Chris Koehne mentioned he is interested at the last meeting. Jeff Phinney, owner of Franks Hardware, would like to join the board. He spoke and said they have owned the hardware for 5

years. He and his wife, Mary, have both served on other boards. Motion made by Josh Klee to approve Jeff Phinney to the DDA Board, second by Matt Hycki. There was a short discussion about Chris Koehne and whether his business was in the DDA district. Motion Carried.

- N. **Area Wide Recreation Council Discussion:** No update.
- O. **Business Improvement Program:** We have funds available.
- P. **PLACC Event funding request:** The legal opinion on the prior approved funds said we would have to provide money to the Chamber as a grant. The Auditor also agreed with the opinion that a grant is an allowable expense. Motion made by Dacy Willard to rescind the prior \$5000 motion and to approve a \$5000 grant to PLACC for Cheesetown Festival 2025, second by Lynn Snyder. No further discussion. Roll call vote: Brian Saha – yes, Lynn Snyder- yes, Dacy Willard- yes, Matt Hycki- yes, Sheri Boettcher- yes, Josh Klee- abstained. Motion carried.

New Business:

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

January Bills:

Consumers Energy Community Building: \$909.31
Consumers Energy Welcome signs: (4471 N Huron Rd) \$44.67, (1930 E Pinconning Rd) \$53.05,
and (3650 N Huron Rd) \$45.16
Point and Pay: \$100.00
Chris Kuehne snow removal at community building \$60.00
Tonya Bayne (CB cleaning services): \$208.04 & \$100.00 (including cleaning supplies)
Community building deposit refunds: Lacy Southworth - \$100.00, Mallory Dzurka - \$100, Sandra
Burkhardt - \$100.00
MI food services license: \$237.00
TJG Lawn for snow removal: \$900.00

Motion made by Josh Klee

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

- B. **Taxation Policy:** No update.
- C. **Accounting services proposals request:** Bid requests have been sent.
- D. **Budget Presentation:** Annual income is estimated at \$109,309 with estimated expenditures of \$109,309. Our estimated carry-over is \$0.00. Brian went over all the line items in the budget and draft 2025/26 Budget will be reviewed for approval at the April meeting.

Public Comment: Lynn Snyder said that MDOT would like to help us remove trees along the M-13 corridor if we would like them removed. We will need to decide what we want to do. There may be some grants available to help with planting of native plants.

Adjournment: Motion by Josh Klee to adjourn the meeting.

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

Meeting adjourned at 5:36 pm

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

Respectfully submitted by Josh Klee, DDA Treasurer

Minutes Approved Brian Saha Date 4/3/25

Brian Saha, Chairperson

City of Pinconning Downtown Development Authority

Meeting Minutes

April 3, 2025

In Person – City Hall

Meeting called to order at 3:31 pm

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

Members Absent: Cliff Holland, Dacy Willard

Quorum Present

Approval of Minutes: Minutes from March 6, 2025, were reviewed. **Motion made by** Sherri Boettcher to approve March 6, 2025, minutes. **Second by** Tara Marczak **Discussion:** None. **Motion Carried**

Josh Klee Arrived

Treasurer's Report: As of March 29, 2025, the unreconciled Treasurer's report shows \$72,313.94. Reconciled budget as of February 28, 2025, of \$77,984.40. Amendment of budget to wait until June DDA meeting which is the end of the fiscal year. **Motion made by** Tara Marczak **Second by** Becky Streich **Discussion:** None. **Motion Carried**

Presentations: Pinconning Youth League waiting to ask us for any funding until they hear back from the Northern Bay Fund regarding their grant application.

Matt Hycki Arrived

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 is 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: Waiting on MDOT information about potential sponsorships. Request for "Welcome" messages for area events and tournaments. Tara will get that information to Lorie.

C. Streetscape Projects & Improvement/Christmas Decorations: Awaiting an update from Lorie on decorations. PASD High School banners are in and will be displayed within the next week. Becky Lakin stated there were 14 purchased this year.

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 on June 5, 2025 at 3:15 PM at the Pinconning Community Building.

G. Grant Opportunities: CDBG grant for apartment complex applied for by City. Block Party grant through BACF for \$1,000 applied for; City should know more in May if this grant is awarded.

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. Amended 11/7/24.

- K. **Funding Scout/Wade Trim Proposal:** City finalized paperwork with Wade Trim for Master Plan. Wade Trim has requested a copy of the City's Recreation Plan. Becky Lakin stated she is unsure if this plan was finalized but will investigate this.
- L. **Bay Future:** No update.
- M. **Area Wide Recreation Council Discussion:** No update.
- N. **Business Improvement Program:** Becky Lakin stated that the city will have a submission for the program next month.
- O. **2025/2026 Fiscal Year Budget Draft Presentation:** Brian presented the DDA FY 2025/2026 draft budget proposal. TIFA Revenue DDA District and Safety Millage totals \$101,078.66. Total income projected to be \$109,309.00 for FY 25/26. Projected expenditures to be \$109,309.00 for FY 25/26. Specific City Planning Update goals for the DDA to assist with include Target Market Study, Strategic/Master Plan, Area Wide Recreational Plan, Façade/Building Code Plan, and Other Planning needs. **Motion made by:** Josh Klee **Second by:** Matt Hycki **Motion Carried.** This budget will be presented to City Council for approval at their upcoming meeting.
- P. **Accounting Services Proposal Requests:** CPA firms in Saginaw and Pinconning and local Municipalities contacted and awaiting responses.
- Q. **Board Vacancy:** Jeff Phinney was approved to be added to DDA board. City Council did not pass this addition last month. This is being added to the April City Council meeting agenda for a re-vote.

New Business:

A. Bills and Accounts to Pay:

April Bills:

Consumers Energy Community Center: \$830.54
Consumers Energy Welcome signs: (4471 N Huron Rd) \$47.62, (1930 E Pinconning Rd) \$55.74, and (3650 N Huron Rd) \$46.26
Point and Pay: \$50.00
Tonya Bayne (CC cleaning services): 3/17 for \$100.00, 3/31 for \$136.02 (\$36.02 for cleaning supplies)
City of Pinconning (CC Q1 water bill): \$277.72
City of Pinconning (Seasonal fees to City FY 24/25): \$8,000.00
City of Pinconning (Admin fees to City FY 24/25): \$2,500.00
McGraw Morris P.C. (February services): \$1,572.50
SJ Digital Marketing & Designs LLC (Website for April – June 2025): \$750.00

Motion made by Josh Klee

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

- B. Taxation Policy:** Discussion about high taxation and how it impacts economic growth and development. Bay Future study will help uncover some more information on this topic. Enterprise and Opportunity Zones

Public Comment: Becky Lakin provided an update on the City of Pinconning Water Bills. The Water Rate Study recently conducted resulted in a clerical error on the bills causing an over charging for customers. The City will be putting a post on Facebook, the City website, and the Pinconning Journal. They are fixing this billing error and crediting customers accordingly. The July bills will be billed correctly. Becky encouraged anybody who has further questions to contact her at City Hall.

Chris Kuehne expressed that he would like payment for his snow shoveling payments in a quicker manner in the future.

Adjournment: Motion by Sherri Boettcher to adjourn the meeting.

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

Meeting adjourned at 4:37 pm

Next Meeting May 1, 2025, at 3:30 pm at Pinconning Community Building

Respectfully submitted by Tara Marczak, DDA Secretary

Minutes Approved *B. Saha* Date 5/1/25

Brian Saha, Chairperson

City of Pinconning Downtown Development Authority

Meeting Minutes

May 1, 2025

In Person – City Hall

Meeting called to order at 3:33 pm

Members Present: Chairman Brian Saha, Secretary Tara Marczak, Lynn Snyder, Cliff Holland, Dacy Willard, Jeff Phinney, Vice Chairman Matt Hycki

Members Absent: Becky Streich, Sherri Boettcher, Treasurer Josh Klee

Quorum Present

Approval of Minutes: Minutes from April 3, 2025, were reviewed. **Motion made by** Dacy Willard to approve April 3, 2025, minutes. **Second by** Cliff Holland **Discussion:** None. **Motion Carried**

Matt Hycki Arrived

Treasurer's Report: As of April 24, 2025, the unreconciled Treasurer's report shows \$71,248.88. Reconciled budget as of March 31, 2025, of \$72,365.94. **Motion made by** Tara Marczak **Second by** Lynn Snyder **Discussion:** None. **Motion Carried**

Presentations: Pinconning Youth League waiting to ask us for any funding until they hear back from the Northern Bay Fund regarding their grant application.

Friends of the Community Building: Ellen shared a post on Facebook regarding the usage of the building in the month of March & April. The Friends group has plans to paint the back wall of the building and touch up the interior paint using community volunteers. They are participating in Give Local Bay on May 6th which is an online donation process through the Bay Area Community Foundation.

Old Business:

A. Community Building & Parks:

1. Pinconning Community Center: No update.
2. Rental Requests/Lease Documents: No update.
3. Grant Status: Ellen didn't have an update on the EV Charging Station grant. Jim Reaume provided some insight based on his experience from his work on the Bay City DDA board. 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: Lynn has not heard back from MDOT on the guidelines for the trees or decorations on the M-13 corridor.

C. Streetscape Projects & Improvement/Christmas Decorations: No update on seasonal decorations being purchased yet. Bock Electric has been contacted to repair the outlets on the lamp posts. This is estimated to be completed by June.

D. Web Status/Updates: No update.

E. City of Pinconning Marketing Plan Discussion: Master Plan needs updating. The DDA has set aside funds in the budget to help the City of Pinconning with funding to make that happen. The City of Pinconning Planning Commission has been established and has had one meeting so far.

F. Required State of Michigan DDA Reporting: Next public meeting will be on June 5, 2025, at 3:15 PM at the Pinconning Community Center.

G. Grant Opportunities: 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. Amended 11/7/24. Final fiscal year reconciliation will be done in June.
- K. **Funding Scout/Wade Trim Proposal:** No update.
- L. **Bay Future:** Plant Moran contract signed for the economic feasibility study. Commercial & Industrial study will be underway soon along the M-13 corridor. The study should be completed by year end. Jim asked if the City of Pinconning had made progress on the Redevelopment Ready Community certification. Brian indicated that the City of Pinconning staff/administration would be the individuals who would oversee that process. Jim asked to stay informed of that process so he could provide administrative assistance.
- M. **Area Wide Recreation Council Discussion:** No update.
- N. **Business Improvement Program:** Independent Bank is working through their compliance steps to be a financial partner with the DDA.
- O. **Promotion/Event Funding Grant Requests:** No update.
- P. **2025/2026 Fiscal Year Budget Draft Presentation:** City Council did not approve the DDA budget at the April meeting. Feedback was received from the City Council stating that since no DDA Board members were present at their meeting, they voted not to approve it. Brian opened the discussion up to any City Council members who wanted to share their thoughts or questions. Community members who were present shared that they would like to see the City of Pinconning & City Council work collaboratively with the DDA Board.
Brian presented the DDA FY 2025/2026 draft budget proposal. TIFA Revenue DDA District and Safety Millage totals \$101,078.66. Total income projected to be \$109,309.00 for FY 25/26. Projected expenditures to be \$109,309.00 for FY 25/26. Specific City Planning Update goals for the DDA to assist with include Target Market Study, Strategic/Master Plan, Area Wide Recreational Plan, Façade/Building Code Plan, and Other Planning needs.
Kristin Boetefuer arrived mid-way through the budget presentation and asked for the breakdown of the \$16,000 budget for the Community Building. Brian referenced the specific line items on the budget (highlighted blue) electricity, water/sewer, heat, tools & hardware, custodial services, building maintenances. She also asked for a deeper explanation of why the DDA had a carryover between the fiscal years. Brian cited that there were certain budgeted line items that were not fully expended. The plan is to use those funds to help the City with the future planning of Master Plan development and available grant match opportunities.
- Q. **Accounting Services Proposal Requests:** CPA firms in Saginaw and Pinconning and local Municipalities contacted and awaiting responses. Plans have been submitted by Pinconning Township for \$350/month plus \$75/hour for other auditing functions. The Saginaw CPA firm submitted a similar cost, however logistically this presents an issue. A DDA board vote will be conducted at the June meeting with more details being provided then.
- R. **Board Vacancy:** Jeff Phinney was approved to be added to DDA board at the March DDA meeting. City Council did pass this motion at the April City Council meeting.

New Business:

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

- May Bills:

- Consumers Energy Community Center: \$735.88

Consumers Energy Welcome signs: (4471 N Huron Rd) \$43.58, (1930 E Pinconning Rd) \$51.58, and (3650 N Huron Rd) approximate amount of \$50; exact bill figure not available at meeting.

Point and Pay: \$50.00

Tonya Bayne (CC cleaning services): 4/1: \$100.00

Michigan Dept of Agriculture and Rural Development (Food Service License Renewal): \$407.00

Motion made by Tara Marczak

Second by Jeff Phinney **Discussion:** None. **Motion Carried**

- B. **Taxation Policy:** Discussion about high taxation and how it impacts economic growth and development. Bay Future study will help uncover some more information on this topic. Enterprise and Opportunity Zones

Public Comment:

Adjournment: Motion by Tara Marczak to adjourn the meeting.

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

Meeting adjourned at 5:20 pm

Next Meeting June 5, 2025, at 3:15 pm at Pinconning Community Building

Respectfully submitted by Tara Marczak, DDA Secretary

Minutes Approved Brian Saha Date 6/5/25

Brian Saha, Chairperson

City of Pinconning Downtown Development Authority

Meeting Minutes

June 5, 2025

In Person – Pinconning Community Center

Meeting called to order at 3:43 pm

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

Members Absent: Treasurer Josh Klee, Cliff Holland

Quorum Present

Approval of Minutes: Minutes from May 1, 2025, were reviewed. **Motion made by** Matt Hycki to approve May 1, 2025, minutes with location being updated to reflect Pinconning Community Center.

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

Treasurer's Report: As of May 31, 2025, the unreconciled Treasurer's report shows \$67,818.08. **Motion made by** Tara Marczak **Second by** Matt Hycki **Discussion:** None. **Motion Carried**

Presentations:

Friends of the Community Building: Ellen shared photos of the Pinconning Community Center prior to the many renovations the building has undergone. She also shared postcards that they have prepared to distribute at upcoming community events. The Dow Championship is a women's professional golfing event. The Friend's group was selected to receive funding through this partnership. The basic grant will be \$4,500 and then the group is assigned to a women's golf team. Based on their performance, the more funding the Friends group can receive. The tournament is June 26 – 29 in Midland. Rural Readiness grant is being reviewed with a letter of intent being submitted by the Friends group. The Community Center roof is awaiting final steps from the contractor, due to unforeseen issues with their equipment.

The Pinconning Youth League Organization has requested funding for the improvement for the t-ball baseball diamond by upgrading the dugouts to include a cement floor, new bench, metal roof and taller chain link fencing for both home and away dugouts. They submitted a letter requesting \$10,000 from the DDA, which is partial funding for the total cost of \$13,392. The PYLO will be able to cover the difference from their operating budget. **Motion made by** Jeff Phinney for funding of \$10,000 to the PYLO or contractor for their above stated improvements. **Second by** Sherri Boettcher. Roll call vote of board members; all present board members voted YES. **Motion carried.**

Old Business:

A. Community Building & Parks:

1. Pinconning Community Center: No update.
2. Rental Requests/Lease Documents: No update.
3. Grant Status: See above in presentation.
4. Community Building Maintenance Items: See above in presentation.

B. Gateway Signs: Brian contacted the contractor to look at the South welcome sign and the Pinconning Rd sign as both are experiencing issues. Lynn will be meeting with MDOT on Thursday, June 12th to review options for the corridor.

C. Streetscape Projects & Improvement/Christmas Decorations: Military banners on display throughout City as of today.

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 I tentatively scheduled for March 2026 at 3:15 PM at the Pinconning Community Center.
- G. **Grant Opportunities:** No update.
- H. **Blight Building Update:** Blight ordinance will be revised at the next City Council meeting, per Becky Lakin.
- I. **City Park Improvement:** No update.
- J. **2024/2025 Fiscal Year Budget:** Budget approved 4/2/24. Amended 9/4/24. Amended 11/7/24. Final fiscal year reconciliation reviewed. Total revenues adjusted to reflect \$136,480.50. Total expenditures adjusted to reflect \$136,480.50. **Motion by** Matt Hycki to approve final fiscal year amendments as presented. **Second by** Jeff Phinney. Roll call vote by board members present. All present board members voted YES. **Motion carried.**
- K. **Funding Scout/Wade Trim Proposal:** Master Plan draft received at the city. Becky Lakin stated that a planning commission meeting will be held on July 23rd at noon. Public Hearing will be held in the Fall.
- L. **Bay Future:** No update.
- M. **Area Wide Recreation Council Discussion:** No update.
- N. **Business Improvement Program:** No update.
- O. **Promotion/Event Funding Grant Requests:** The City of Pinconning has requested a \$1,000 grant for their Summer Block Party on July 19th. They intend to use the funds to support children's activities during the Block Party. They did receive \$1,000 from the Bay Area Community Foundation toward the event. **Motion by** Sherri Boettcher. **Second by** Matt Hycki. Roll call vote by board members present. All present board members voted YES. **Motion Carried.**
Tara provided an update on behalf of the Pinconning Linwood Chamber of Commerce's CheeseTown Festival on Friday, June 13th and Saturday, June 14th. Dacy provided an update on behalf of the Bay Area Library System's Summer Reading program kick off on Wednesday, June 11th. Play Moore Music is hosting a professional wrestling event at the PJs Pizzeria East parking lot on June 14th at 5:30 PM.
- P. **2025/2026 Fiscal Year Budget Draft Presentation:** City Council approved the DDA FY 2025/2026 at their meeting on May 19th. Budget was reviewed during public meeting. TIFA Revenue DDA District and Safety Millage totals \$101,078.66. Total income projected to be \$109,309.00 for FY 25/26. Projected expenditures to be \$109,309.00 for FY 25/26. **Motion by** Tara Marczak. **Second by** Matt Hycki. Roll call vote by board members present. All present board members voted YES. **Motion Carried.**
- Q. **Accounting Services Proposal Requests:** The Saginaw CPA firm, Gardner, Thomas, Provenzano, Thomas & Luplow, P.C. submitted a bid. Pinconning Township submitted a bid for these services as well. The cost being \$350/month up to 5 hours/month. An additional \$75/hour for other auditing functions. A letter was provided to the DDA Board by Sherri Boettcher from Smith & Brooker, P.C. about the concern of the DDA using Pinconning Township for their accounting services with the ongoing legal issues with the City of Pinconning and the Township. **Motion by** Jeff Phinney to contract Pinconning Township for the accounting services with a legal contract being prepared and reviewed by legal counsel. **Second by** Tara Marczak. Roll call vote by board members present. Saha-Yes, Boettcher-No, Hycki-Yes, Streich-Yes, Snyder-Yes, Marczak-Yes, Willard-Yes, and Phinney-Yes. Holland and Klee are absent. **Motion Carried.**

Motion by Jeff Phinney to allow Chairman, Brian Saha, and Secretary, Tara Marczak, to sign the above-mentioned agreement with Pinconning Township on behalf of the DDA Board. **Second by** Becky Streich. Saha-Abstain, Boettcher-No, Hycki-Yes, Streich-Yes, Snyder-Yes, Marczak-Abstain, Willard-Yes, and Phinney-Yes. **Motion Carried.**

Motion by Tara Marczak to remove Amy Bromberg from the DDA bank account at Independent Bank including online banking access, effective July 1, 2025. **Second by** Jeff Phinney. Roll call vote of board members; all present board members voted YES. **Motion Carried.**

- R. **Landscaping/Beautification Contract:** Pro-Scape Landscaping \$12,964.99, Turk's Lawn & Landscaping LLC \$23,199.00, and Quality Lawn Care \$15,000.00 were the bids submitted for review. **Motion by** Jeff Phinney to contract Pro-Scape Landscaping for the 2025 June – October seasonal DDA landscaping. **Second by** Becky Streich. Roll call vote by board members present. All present board members voted YES. **Motion Carried.**

Motion by Tara Marczak to allow Chairman, Brian Saha, to sign the above-mentioned agreement with Pro-Scape Landscaping on behalf of the DDA Board. **Second by** Jeff Phinney. Roll call vote by board members present. All present board members voted YES. Saha abstained. **Motion Carried.**

New Business:

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

June Bills:

Consumers Energy Community Center: \$465.17

Consumers Energy Welcome signs: (4471 N Huron Rd) \$45.10, (1930 E Pinconning Rd) \$53.29, and (3650 N Huron Rd) \$45.11

Point and Pay: \$50.00

Tonya Bayne (CC cleaning services/supplies): 4/28: \$125.00, 5/12: \$100.00, 5/28: \$100.00 for a total of \$325.00

Frank's Hardware (May 31 invoice): \$54.38

Bock Electric: \$1,975.00

McGraw Morris P.C. (6/1 Legal Opinion): \$1,110.00

Bronner's Commercial Display (Banners/Welcome & Snowflake): \$1,127.71

City of Pinconning (Public Safety Millage Return): \$8,712.58

Deb Burzynski (CB refund cancelled return): \$840.00

Michael Weiss (CB deposit return 4/26): \$100.00

Motion made by Matt Hycki

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

- B. **Taxation Policy:** No update.
- C. **Legal Opinion:** A legal opinion was provided by McGraw Morris P.C. regarding the budget approval process for the DDA. This was questioned by the City Treasurer. The legal opinion states that the budget approval process may be completed in conjunction with the City of Pinconning's budget approval process and a separate meeting is not necessary.
- D. **PO Box:** Discussion about adding a PO Box for the DDA to receive mail separately from the City's mail. **Motion by** Lynn Snyder for Chairman, Brian Saha, to establish a Post Office Box for the DDA to receive their mail. **Second by** Dacy Willard. **Motion carried.**

Public Comment:

Amy Bromberg, City Treasurer, provided insight that communication breakdown between the DDA and the City is a reason she is choosing not to continue doing the DDA's financials. She cited the auditing standards that she is held to require additional details and documentation. Amy also stated that she wanted to point out that she did not request any legal opinions on behalf of the DDA.

Adjournment: Motion by Sherri Boettcher to adjourn the meeting.

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

Meeting adjourned at 5:32 pm

Next Meeting July 10, 2025, at 3:30 pm at Pinconning Community Center

Respectfully submitted by Tara Marczak, DDA Secretary

Minutes Approved Brian Saha Date 7/10/25

Brian Saha, Chairperson

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 (FT '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 Brian Saha Date 8/7/25

Brian Saha, Chairperson

City of Pinconning Downtown Development Authority

Meeting Minutes

August 7, 2025

In Person – Pinconning Community Center

Meeting called to order at 3:40 pm

Members Present: Chairman Brian Saha, Vice Chairman Matt Hycki, Secretary Tara Marczak, Jeff Phinney, Lynn Snyder, Becky Streich, Dacy Willard

Members Absent: Treasurer Josh Klee, Cliff Holland, Sherri Boettcher

Quorum Present

Approval of Minutes: Minutes from June 5, 2025 public informational meeting minutes and the regular July 10, 2025, minutes were reviewed. **Motion made by** Becky Streich to approve June 5, 2025 Public Meeting and ,July 10, 2025, Regular meeting minutes. **Second by** Matt Hycki **Discussion:** None. **Motion Carried**

Treasurer's Report: As of July 31, 2025, the unreconciled Treasurer's report shows \$46,481.69. Bank statement shows \$48,127.66. **Motion made by** Tara Marczak **Second by** Becky Streich **Discussion:** None. **Motion Carried**

Presentations:

The DDA board discussed the proposal from the City of Pinconning for the banners and brackets. Becky Lakin provided the board with price break points for the banners and the cost for 70 brackets for the light posts. The board would like to see more information on the interest of the Police, Fire, and Ambulance personnel to understand how many banners will be ordered and if, any, brackets are needed. The DDA board is tabling this request until we have more information from the City.

Dacy Willard arrived.

Old Business:

A. Community Building & Parks:

1. Pinconning Community Center: No update.
2. Rental Requests/Lease Documents: Brian requested for the DDA board to consider up to two rentals per year for Wilson's Cheese Shoppe and/or Pinconning Cheese Co. & the Saha Family in exchange for the snow plowing service that they do for the Pinconning Community Center parking lot over the past years. Discussion surrounding the cost savings that Brian provides in the plowing services at no charge, and no deposit necessary for any rentals. **Motion by** Tara Marczak. **Second by** Becky Streich. **Roll Call vote:** Saha – abstained, Hycki - Yes, Streich - Yes, Snyder - Yes, Marczak - Yes, Willard - Yes, Phinney - Yes. **Motion Carried.**
3. Grant Status: No update.
4. Community Building Maintenance Items: Roof has been completed.

B. Gateway Signs: No update.

C. Streetscape Projects & Improvement/Christmas Decorations: No update.

D. Web Status/Updates: Website updated with documents such as budget, minutes, and current board members.

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

- F. **Required State of Michigan DDA Reporting:** Next public meeting I tentatively scheduled for March 2026 at 3:15 PM at the Pinconning Community Center.
- G. **Grant Opportunities:** 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. Amended 11/7/24. Final fiscal year reconciliation reviewed. Total revenues adjusted to reflect \$136,480.50. Total expenditures adjusted to reflect \$136,480.50. **Motion by** Matt Hycki to approve final fiscal year amendments as presented. **Second by** Jeff Phinney. Roll call vote by board members present. All present board members voted YES. **Motion carried.**
- J. **Funding Scout/Wade Trim Proposal:** Master Plan draft presented by Wade Trim at a public meeting on July 23rd. Next meeting for updates not announced yet.
- K. **Bay Future:** Bay Future is hoping to have the feasibility study results available in October or November 2025.
- L. **Area Wide Recreation Council Discussion:** No update.
- M. **Business Improvement Program:** Lynn Snyder presented on behalf of the Community Clothing Center. She had a request for \$500 to reseal the first-floor windows on the front of the building. She had a second request for \$5,000 to update the upstairs windows; they must be completely removed and resealed. Additionally, the emergency exit stairwell railing and steps need to be repaired. This bid is from last year and is \$24,500 but is estimated to be more with the increase in prices year-over-year. The Community Clothing Center is able to pay for the remainder of the project. **Motion by** Jeff Phinney for a BIP grant for \$5,000 to the Community Clothing Center for exterior windows and emergency stairwell repairs. Lynn will obtain an updated bid for the projects and provide it to the DDA Board. The project is to be completed by the end of the DDA fiscal year on June 30, 2026. **Second by** Becky Streich. **Roll call vote:** Saha - Yes, Hycki - Yes, Streich - Yes, Snyder - Abstained, Marczak - Yes, Willard - Yes, Phinney - Yes. **Motion Carried.**
- N. **Promotion/Event Funding Grant Requests:** No update.
- O. **2025/2026 Fiscal Year Budget Presentation:** Approved June 5, 2025, by the DDA board.
- P. **Accounting Services:** All accounting services are switched over to the JoAnna Morin at Pinconning Township. The transition is working well. The FY 24/25 audit will be in conjunction with the City of Pinconning audit per City Manager by agreement in the 2024/2025 Service Agreement with the city.
- Q. **Landscaping/Beautification Contract:** No update.
- R. **Taxation Policy:** No update.

Becky Streich left the meeting.

New Business:

A. Bills and Accounts to Pay:

Motion by Jeff Phinney to make partial payment to R&R Construction of \$7,000.00 for the PYLO ballpark improvements with the remaining \$3,000.00 payable to them later with project completion. **Second by** Matt Hycki. **Motion Carried.**

August Bills:

Consumers Energy Community Center: estimated amount \$400 - \$500 (invoice needed)

Consumers Energy Welcome signs: (4471 N Huron Rd) \$50.17, (1930 E Pinconning Rd) \$58.76, and (3650 N Huron Rd) \$50.37

Point and Pay: \$50.00 (invoice needed for payment from the city)

R&R Construction (PYLO ballpark improvements): \$7,000.00

Pinconning Township (June - July 2025): \$692.72

Tonya Bayne (CC cleaning services/supplies): 7/22: \$125.00, 8/4: \$100.00

Cynthia Auger (CB deposit return 7/31): \$100.00

Krystal Huovien (CB deposit return 7/31): \$100.00

Natalie Selle (CB deposit return 7/31): \$100.00

Allison Goticki (CB deposit return 7/31): \$100.00

Whitney Sharp (CB deposit return 8/4): \$100.00

Motion made by Lynn Snyder

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

- B. **FOIA Request:** The City of Pinconning submitted a FOIA for documents from the DDA board. Brian is working with the DDA attorney on this process.

Public Comment:

Request from the Pinconning Arts Council to support the Tuesdays in the Park crowds by adding an additional toilet to the park of \$125/month. The request was for July and August coverage. There is also a fee of \$50 for additional cleanings. **Motion by** Tara Marczak to approve payment for this purpose of \$250/month plus the cost of cleaning as needed. **Second by** Jeff Phinney. **Roll Call vote:** Saha - Yes, Hycki - Yes, Snyder - Yes, Snyder - Abstained, Marczak - Yes, Willard - Abstained, Phinney - Yes. **Motion Carried.**

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

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

Meeting adjourned at 5:03 pm

Next meeting September 4, 2025, at 3:30 pm at Pinconning Community Center

Respectfully submitted by Tara Marczak, DDA Secretary

Minutes Approved Brian Saha Date 10/2/25

Brian Saha, Chairperson

City of Pinconning Downtown Development Authority

Meeting Minutes

October 2, 2025

In Person – Pinconning Community Center

Meeting called to order at 3:45 pm

Members Present: Chairman Brian Saha, Vice Chairman Matt Hycki, Secretary Tara Marczak, Jeff Phinney, Dacy Willard, Becky Lesniak as Council Assignee

Members Absent: Treasurer Josh Klee, Becky Streich, Lynn Snyder, Cliff Holland

Quorum Present

Approval of Minutes: Minutes from August 7, 2025, meeting were reviewed. The September 4, 2025, meeting did not have a quorum. **Motion made by** Jeff Phinney to approve August 7, 2025, minutes.

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

Treasurer's Report: As of August 31, 2025, the Treasurer's Report states \$86,245.41 and the bank statement shows \$92,931.14. As of September 30, 2025, the Treasurer's Report states \$92,750.96 and the bank statement shows \$103,803.87. **Motion made by** Tara Marczak **Second by** Matt Hycki

Discussion: None. **Motion Carried**

Presentations:

Continuation on the discussion of the City of Pinconning about their request for banners. The DDA board is tabling this request until we have more information from the City as far as interested parties/individuals and also potential other quotes from East Edge Graphics, per a suggestion from Amy Bromberg. Amy will connect with Stephanie from City Council on this project to get more details.

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: No update.

B. **Gateway Signs:** Brian is working with the sign manufacturer to see if we can get the sign panels replaced under warranty on the South sign.

C. **Streetscape Projects & Improvement/Christmas Decorations:** Lynn working with MDOT on replacing trees on Mable St./M-13 corridor with planters or flowerpots. Discussion about coordinating Christmas decorations with the city next month to have those on display by Thanksgiving.

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

E. **City of Pinconning Marketing Plan Discussion:** Redevelopment Ready Community process discussed. Information has been sent to the City of Pinconning staff.

F. **Required State of Michigan DDA Reporting:** Next public meeting is tentatively scheduled for March 2026 at 3:15 PM at the Pinconning Community Center.

G. **Grant Opportunities:** No update.

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

I. **City Park Improvement:** Ballpark updates in progress with the Youth League to be completed by end of November.

- I. **Annual Audit Results:** No update.
- J. **Funding Scout/Wade Trim Proposal:** Master Plan draft presented by Wade Trim at a public meeting on July 23rd. Next meeting for updates not announced yet.
- K. **Bay Future:** Bay Future is hoping to have the feasibility study results available in October or November 2025. No update.
- L. **Area Wide Recreation Council Discussion:** No update.
- M. **Business Improvement Program:** Lynn Snyder not available for an update on the requested documentation for the BIP request submitted.
- N. **Promotion/Event Funding Grant Requests:** A \$500 request for the City of Pinconning for their Halloween events on Saturday, October 11th. These funds will go toward printing costs for flyers, clowns, donuts, water, fuel, and 50 bales of straw. Amy spoke about the events that are planned for that day. **A motion made by** Matt Hycki to approve \$500 to the City of Pinconning for their Halloween events. **Second by** Dacy Willard. **Discussion:** Tara brought up the concern of communication between the City and the Chamber and other volunteer organizations in the area for coordinating events/volunteers. This concern comes from the recent City Council meeting where it was approved to pay the City employees to attend their events instead of volunteering. **Motion Carried.** 4 Yes: Willard, Hycki, Marczak, Saha. 2 Opposed: Lesniak, Phinney
- O. **2025/2026 Fiscal Year Budget:** Approved June 5, 2025, by the DDA board.
- P. **Accounting Services:** No update.
- Q. **Landscaping/Beautification Contract:** Discussion about contract interpretation with Pro-Scape for bi-monthly maintenance throughout the Summer which included weeding, edging, and spraying for weed prevention. The July bill was received and will be presented for approval in Bills to Pay. Brian mentioned that for next year's service contract it would be presented more clearly as to what is included in the service contract.
- R. **Taxation Policy:** Discussion on high taxation policy for City of Pinconning.

New Business:

- A. **Bills and Accounts to Pay:**
September/October Bills:
Consumers Energy Community Center: \$498.02 and \$1,250.13
Consumers Energy Welcome signs: (4471 N Huron Rd) \$52.61 and \$98.90, (1930 E Pinconning Rd) \$63.77 and \$116.03, and (3650 N Huron Rd) \$49.13 and \$48.16
McGraw Morris P.C. (August – September): \$1,905.50
Frank's Hardware (Community Building Supplies): \$29.96
Pinconning Township (September 2025): \$350.00, (August 2025) \$355.22
Tonya Bayne (CC cleaning services/supplies): 9/29 \$100.00, 9/15 \$125.00, 9/15 \$129.75, 9/2 \$100.00, 8/18 \$100.00 – total of \$554.75
City of Pinconning (Water & Sewer): \$166.84
Pro-Scape Landscaping (July Maintenance): \$1,626.40
Motion made by Jeff Phinney
Second by Matt Hycki **Discussion:** None. **Motion Carried**
- B. **Pinconning DDA Executive Committee Policy:** This policy was presented to the Board as an awareness that it is in place. It was approved August 2, 2022. This committee consists of the officers which are Chairman, Vice Chairman, Secretary, Treasurer. **Motion made by** Jeff Phinney

to amend the Executive Committee internal policy consisting of three Officers and one DDA Board Member. **Second by** Matt Hycki. **Discussion:** None. **Motion Carried.**

C. **Insurance Surety Bond Discussion:** This policy covers all DDA Board members. The pricing was provided for coverage of \$10k/board member for \$373.00 a year or \$15k/board member for \$559.50 a year through My Membership Insurance Agency LLC. **Motion made by** Jeff Phinney to approve the \$15k/board member coverage for \$559.50 for a one-year term through our existing insurance carrier, My Membership Insurance Agency LLC. **Second by** Matt Hycki. **Motion Carried.**

Public Comment:

Chris Kuehne requested to be considered for shoveling the snow at the Community Center for \$15 per time. Chris also mentioned that he would purchase a bag of salt instead of using Wilson Cheese's salt supply. It was asked if Chris was insured, he is not insured currently.

Brian discussed the concern brought forward by the City of Pinconning regarding the August discussion about snow removal service for the Community Center. **Motion made by** Jeff Phinney to reinforce the original motion made in August. **Second by** Matt Hycki. **Discussion:**

Roll Call Vote of present board members: Saha – abstained, Lesniak – Yes, Hycki – Yes, Phinney – Yes, Marczak – Yes, Willard – Yes.

Adjournment: Motion by Dacy Willard to adjourn the meeting.

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

Meeting adjourned at 5:08 pm

Next meeting November 6, 2025, at 3:30 pm at Pinconning Community Center

Respectfully submitted by Tara Marczak, DDA Secretary

Minutes Approved _____  _____ Date 11/4/25

Brian Saha, Chairperson

City of Pinconning Downtown Development Authority

Meeting Minutes

November 4, 2025

In Person – Pinconning Community Center

Meeting called to order at 3:00 pm

Members Present: Chairman Brian Saha, Secretary Tara Marczak, Treasurer Josh Klee, Lynn Snyder, Sheri Boettcher, Becky Streich, Jeff Phinney, Dacy Willard

Members Absent: Vice Chairman Matt Hycki, Clif Holland

Quorum Present

Approval of Minutes: Minutes from October 2, 2025, meeting was reviewed. **Motion made by** Lynn Snyder to approve October 2, 2025, minutes. **Second by** Dacy Willard **Discussion:** None. **Motion Carried**
Treasurer's Report: As of October 31, 2025, the Treasurer's Report states \$93,935.80 and the bank statement shows \$101,035.80. **Motion made by** Tara Marczak **Second by** Dacy Willard **Discussion:** None. **Motion Carried**

Presentations:

Todd Narlock and Gary Bartow from Fleis & Vandenbrink provided the DDA board with an update on the Lift Station #1 force main proposal development. Gary cited that the City of Pinconning should pursue a new force main from Lift Station #1 that would connect into the 18th INCH gravity sewer that flows to the Waste Water Treatment Plant. It was stated that this development is the quickest and most cost-effective way to have the lift station run more efficiently, reduce the load on the existing sanitary sewer gravity system East of M-13, and allow for future expansion. It is being requested by the city, that the DDA pay for this project due to the impact on the Downtown Development district area. Brian asked the percentage of use for this system for residential vs commercial usage of the Lift Station #1, to which Gary responded that the ratio is about 50/50 per city information provided. The total estimated construction cost is \$340,000, engineering cost of \$51,000, Legal & Administration cost of \$6,000, and price contingencies of 10% of \$39,100 for a total estimated project cost of \$440,000. It is being asked that the DDA pay for the entire project. Gary stated that the timeline is to complete this project prior to October 2026 when the City's other water project will begin. Brian asked about the funding options and specifics on usage. Gary stated that he can provide Bond funding and specific usage details to the DDA board.

DDA TIF district mapping boundaries discussion. Brandon Murphy, City Assessor, elaborated on the calculation of the DDA base value. He stated this is correct. He stated that there are some parcels that need to be updated in the DDA mapping, both removed and added. He and Brian are having a meeting tomorrow to go through the parcels and City map. The DDA board agreed to wait on any decision until we have legal opinion from the attorney.

Jeff Kart, Grants Manager, from Wade Trim, presented the Funding Scout information and services that they provide at Wade Trim. This area of Wade Trim can help the City and DDA in searching for grants and applying/writing grant applications. He mentioned that the City Master Plan is key for grants and funding agencies to look at and Wade Trim provide source for the grant that funded the Master Plan update. It was recommended that the city look at this Funding Scout service in cooperation with the DDA to seek out any grant opportunities for projects planned such as the recreation plan, infrastructure update and

planning tool updates. Service information was provided to the City Manager who was in attendance to also pursue.

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: No update.
- B. **Gateway Signs:** Brian is working with the sign manufacturer to see if we can get the sign panels replaced under warranty on the South sign.
- C. **Streetscape Projects & Improvement/Christmas Decorations:** Becky Lakin indicated that Christmas decorations will be displayed prior to Thanksgiving.
- D. **Web Status/Updates:** No update.
- E. **City of Pinconning Marketing Plan Discussion:** Redevelopment Ready Community process discussed. Information has been sent to the City of Pinconning staff.
- F. **Required State of Michigan DDA Reporting:** Next public meeting is tentatively scheduled for March 2026 at 3:15 PM at the Pinconning Community Center.
- G. **Grant Opportunities:** No update.
- H. **Blight Building Update:** No update.
- I. **City Park Improvement:** Ballpark updates in progress with the Youth League to be completed by end of November.
- I. **Annual Audit Results:** No update.
- J. **Funding Scout/Wade Trim Proposal:** Master Plan draft presented by Wade Trim at a public open house is scheduled for November 5th from 4 PM – 7 PM at Pinconning City Hall.
- K. **Bay Future:** No update.
- L. **Area Wide Recreation Council Discussion:** No update.
- M. **Business Improvement Program:** Lynn Snyder provided an update that the Community Clothing Center will be declining the BIP grant due to lack of funding available to complete their project.
- N. **Promotion/Event Funding Grant Requests:** No update.
- O. **2025/2026 Fiscal Year Budget:** Approved June 5, 2025, by the DDA board.
- P. **Accounting Services:** No update.
- Q. **Landscaping/Beautification Contract:** No update.
- R. **Taxation Policy:** No update.

New Business:

- A. **Bills and Accounts to Pay**
 - November Bills:**
 - Consumers Energy Community Center: \$253.34
 - Consumers Energy Welcome signs: (4471 N Huron Rd) \$46.97, (1930 E Pinconning Rd) Bill Needed but estimated at about \$50, and (3650 N Huron Rd) \$47.15
 - McGraw Morris P.C. (October): \$148.00
 - SJ Digital Marketing & Designs LLC (October – December): \$750.00
 - Pinconning Township (October 2025): \$350.87

Tonya Bayne (CC cleaning services): 10/13: \$100.00

Bay Valley Portable Toilets (Tuesdays in the Park rental): \$375.00

Valena Gawracz (CB cancellation): \$300.00

Motion made by Josh Klee

Second by Jeff Phinney **Discussion:** None. **Motion Carried**

Public Comment:

Adjournment: Motion by Josh Klee to adjourn the meeting.

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

Meeting adjourned at 4:12 pm

Next meeting December 4, 2025, at 3:30 pm at Pinconning Community Center

Respectfully submitted by Tara Marczak, DDA Secretary

Minutes Approved  Date 1/15/26

Brian Saha, Chairperson

City of Pinconning Downtown Development Authority

Meeting Minutes

December 4, 2025

In Person – Pinconning Community Center

Draft
No quorum
meeting

Meeting called to order at 3:00 pm

Members Present: Chairman Brian Saha, Secretary Tara Marczak, Jeff Phinney, Becky Streich, Sherri Boettcher

Members Absent: Vice Chairman Matt Hycki, Treasurer Josh Klee, Dacy Willard, Clif Holland, Lynn Snyder

Quorum Present

Approval of Minutes: Minutes from November 4, 2025 meeting were reviewed. **Motion made by Lynn Snyder** to approve November 4, 2025 minutes. **Second by Dacy Willard Discussion: None. Motion Carried**

Treasurer's Report: As of November 30, 2025 the Treasurer's Report states \$91,811.93 and the bank statement shows \$93,936.44. **Motion made by Tara Marczak Second by Dacy Willard 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: No update.
- B. **Gateway Signs:** Brian is working with the sign manufacturer to see if we can get the sign panels replaced under warranty on the South sign.
- C. **Streetscape Projects & Improvement/Christmas Decorations:** Becky Lakin indicated that Christmas decorations will be displayed prior to Thanksgiving.
- D. **Web Status/Updates:** No update.
- E. **City of Pinconning Marketing Plan Discussion:** Redevelopment Ready Community process discussed. Information has been sent to the City of Pinconning staff.
- F. **Required State of Michigan DDA Reporting:** Next public meeting is tentatively scheduled for March 2026 at 3:15 PM at the Pinconning Community Center.
- G. **Grant Opportunities:** No update.
- H. **Blight Building Update:** No update.
- I. **City Park Improvement:** Ballpark updates in progress with the Youth League to be completed by end of November.
- J. **Annual Audit Results:** No update.
- J. **Funding Scout/Wade Trim Proposal:** Master Plan draft presented by Wade Trim at a public open house is scheduled for November 5th from 4 PM – 7 PM at Pinconning City Hall.
- K. **Bay Future:** No update.
- L. **Area Wide Recreation Council Discussion:** No update.
- M. **Business Improvement Program:** No update.
- N. **Promotion/Event Funding Grant Requests:** No update.

- O. **2025/2026 Fiscal Year Budget:** Approved June 5, 2025, by the DDA board.
- P. **Accounting Services:** No update.
- Q. **Landscaping/Beautification Contract:** No update.
- R. **Taxation Policy:** No update.

New Business:

A. **Bills and Accounts to Pay**

December Bills:

Consumers Energy Community Center: \$359.47

Consumers Energy Welcome signs: (4471 N Huron Rd) \$45.42, (1930 E Pinconning Rd) \$54.40, and (3650 N Huron Rd) \$44.39

Pinconning Township (November 2025): \$350.87

Tonya Bayne (CC cleaning services): 10/27 = \$100.00, 11/24 = \$100.00

TJG Lawn Service LLC (DDA Sidewalks & Snowplowing): \$1,800.00

Michigan Downtown Association: \$350.00

Chris Kuehne (CB shoveling): 11/30 = \$15.00

Motion made by Josh Klee

Second by Jeff Phinney Discussion: None. Motion Carried

Public Comment:

Adjournment: Motion by Josh Klee to adjourn the meeting.

Second by Dacy Willard Further Discussion: None Motion Carried

Meeting adjourned at 4:12 pm

Next meeting January 15, 2026 at 3:30 pm at Pinconning Community Center

Respectfully submitted by Tara Marczak, DDA Secretary

Minutes Approved _____ **Date** _____

Brian Saha, Chairperson

Brownfield Redevelopment Authority
Meeting Minutes
December 4, 2025
In Person – Pinconning Community Center

Meeting called to order at 4:12 pm

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

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

Quorum Present

Minutes: Minutes from November 4, 2025 were reviewed.

Motion by Sheri Boettcher to approved November 4, 2025 minutes.

Second by Josh Klee

Discussion: None.

Motion Carried

Treasurers Report: Balance of \$0.00 as of November 30, 2025.

Motion by Sheri Boettcher to approve the treasurer's report as submitted.

Second by Jeff Phinney

Discussion: None

Motion Carried

Old Business: None

New Business: None

Public Comment: None

Adjournment: Motion by Sheri Boettcher to adjourn the meeting.

Second by Josh Klee

Motion Carried

Meeting adjourned at 4:13 pm

Next meeting is scheduled for Thursday, January 8 at 4:30 pm, unless earlier at the Pinconning Community Center.

Respectfully submitted by Tara Marczak, DDA Secretary

Minutes Approved_____ **Date**_____

Brian Saha, Chairperson

City of Pinconning Downtown Development Authority

Meeting Minutes

January 15, 2026

In Person – Pinconning Community Center

Meeting called to order at 3:34 pm

Members Present: Chairman Brian Saha, Vice Chairman Matt Hycki, Jeff Phinney, , Sherri Boettcher, Dacy Willard, Clif Holland, Lynn Snyder. Mayor Boettcher left meeting approximately 4:10pm.

Members Absent: Secretary Tara Marczak, Treasurer Josh Klee, Becky Streich.

Quorum Present

Approval of Minutes: No meeting was held on December 4, 2025 as no quorum was present. Minutes from November 4, 2025, meeting were reviewed. **Motion made by** Sherri Boettcher to approve November 4, 2025, minutes. **Second by** Dacy Willard **Discussion:** None. **Motion Carried**

Treasurer's Report: As of December 31, 2025, the Treasurer's Report states \$90,370.94 and the bank statement shows \$90,990.94. **Motion made by** Jeff Phinney **Second by** Lynn Snyder **Discussion:** None. **Motion Carried**

Presentations: None

Old Business:

A. **Community Building & Parks:**

1. Pinconning Community Center: Update on 2025 usage report presented by FPCC.
2. Rental Requests/Lease Documents: No update.
3. Grant Status: No update.
4. Community Building Maintenance Items: No update.

B. **Gateway Signs:** Brian presented cost to repair south welcome sign from Barrett Sign Co. Discussion followed. Tabled repair as Cliff is to contact Barrett for questions on warranty and cost to repair.

C. **Streetscape Projects & Improvement/Christmas Decorations:** Brian reported winter/Christmas decoration timing to add with sales availability thru February 2026 to add more decorations. Discussion followed to research more snowflakes and winter banners which would stay up thru the winter months. Lynn provided update on MDOT contact to replace trees on Mable St. Bock Electric quote to repair light poles in Mable, 5th, 3rd, and Kaiser Streets was present for \$7750.00. **Motion made by** Cliff Holland **Second by** Jeff Phinney to approve Bock Electric proposal to repair light poles for cost of \$7750.00. **Discussion:** None. **Motion Carried**

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

E. **City of Pinconning Planning Discussion:** Redevelopment Ready Community process discussed again. Information has been sent to the City of Pinconning staff to pursue. **Grant Opportunities:** No update on 2nd St. sewer update project grant for \$50,000.00. Master Plan update also presented.

F. **Required State of Michigan DDA Reporting:** Next public meeting is tentatively scheduled for March 2026 at 3:15 PM at the Pinconning Community Center.

G. **Blight Building Update:** Some updates were presented on blighted commercial structure status.

- H. **City Park Improvement:** Ballpark updates in progress with the Youth League to be completed by end of November.
- I. **Annual Audit Results:** Annual DDA results were presented and cost proposal to reimburse the city \$650.00 for this service. **Motion made by** Jeff Phinney **Second by** Matt Hycki to approve the annual audit results for the City of Pinconning DDA as presented. **Discussion:** None. **Motion Carried by** Roll call vote: Saha-yes, Boettcher-yes, Hycki-yes, Phinney- yes, Holland- yes, Snyder-yes, Willard-yes.
Motion made by Jeff Phinney **Second by** Matt Hycki to reimburse the City of Pinconning \$650.00 for the DDA portion of the cost pertaining to the city audit service. **Discussion:** None. **Motion Carried.**
- J. **Funding Scout/Wade Trim Proposal:** Master Plan update presented by city manager.
- K. **Bay Future:** Mark Hitchcock, Economic Dev. Manager presented update on Economic Feasibility Study results for target communities in Northern Bay County to include City of Pinconning. Study's final results are not available yet and will be hopefully presented in February.
- L. **Area Wide Recreation Council Discussion:** No update.
- M. **Business Improvement Program:** No update.
- N. **Promotion/Event Funding Grant Requests:** No update.
- O. **2025/2026 Fiscal Year Budget:** Approved June 5, 2025, by the DDA board. Update to be presented for amendments soon.
- P. **Accounting Services:** No update.
Landscaping/Beautification: Annual Sidewalk snow removal contract for \$1800.00 presented and discussed. Motion made by Cliff Holland **Second by** Dacy Willard to pay TJG Lawn Service LLC \$1800.00 to be paid in installments \$900.00 now, and \$900.00 2/28/26. **Discussion:** None. **Motion Carried.**
- Q. **Accounting Services:** No update.
- R. **Insurance Status:** Surety Bond in place. Annual DDA Commercial policy renewal due.
- S. **Sewer Upgrade Discussion:** The Board discussed this project proposal from the City Administration and their engineering firm with information provided. Discussion of funding 100% of the cost by the DDA as proposed by the city for \$440,000.00 was discussed. Concerns of the DDA Board are the project scope for the DDA district users and cost sharing concerns as proposed by the city. Sewer usage reports obtained from the city documents that 17.3% of usage by commercial and restaurants users in the whole city. Bonding cost was also discussed. The board tabled this discussion for next meeting to gather more information.
- T. **DDA TIF Mapping Issue:** City assessor was to present findings & update but had to leave meeting earlier before this time to present. Chairperson Saha presented historical findings of DDA district mapping at a meeting with assessor and city administration in November documenting parcels included in base years of 1989 organization of the DDA and the 1998 addition to the DDA district approved by the City Council. DDA attorney also was contacted to provide comments as to the effect of amending the parcel included in the DDA District and to conform to Act 57 procedures to do so. DDA Board is concerned that this process must be done in accordance with Act 57 & its effects. More discussion to be presented at February DDA Meeting.

New Business:

A. **Bills and Accounts to Pay**

December Bills:

Consumers Energy Community Center: \$359.47

Consumers Energy Welcome signs: (4471 N Huron Rd) \$45.42, (1930 E Pinconning Rd) \$54.40, and (3650 N Huron Rd) \$44.39

Pinconning Township (November 2025): \$350.87

Tonya Bayne (CC cleaning services): 10/27 = \$100.00, 11/24 = \$100.00

TJG Lawn Service LLC (DDA Sidewalks & Snowplowing): \$1,800.00

Michigan Downtown Association: \$350.00

Chris Kuehne (CB shoveling): 11/30 = \$15.00

JANUARY 2026 INVOICES PRESENTED:

Consumers Energy Community Center: \$1,037.53

Consumers Energy Welcome signs: (4471 N Huron Rd) \$_____, (1930 E Pinconning Rd) \$_____, and (3650 N Huron Rd) \$_____ **Board voted to approve what is due in January invoice received from Consumer for Welcome sign electricity usage.**

Pinconning Township (DEC 2025): \$356.24

Tonya Bayne (CC cleaning services): 11/10/25 = \$100.00, 12/9/25 = \$100.00 12/22/25 = \$100.00, 1/7/26 = \$100.00 = TOTAL OF \$400.00.

Chris Kuehne (CB shoveling): 12/22/25 = \$15.00 12/29/25 = \$15.00 12/31/25 = \$15.00 1/5/26 = \$15.00= TOTAL OF \$60.00

Franks Hardware Co. 11/30/25 \$65.97 12/31/25 \$50.95 for Total of \$116.92.

McGraw Morris PC. For Nov & Dec 2025 Total of \$444.00

MyMember Insurance Agency- Annual Renewal of Commercial Ins Package \$7,453.00

City of Pinconning Water & Sewer 4th qtr invoice for Community Center \$184.64

Motion made by Cliff Holland

Second by Jeff Phinney **Discussion:** None. **Motion Carried.**

B. Tara Marczak resignation as DDA Board Member and Secretary. Resignation letter was presented by Tara to resign her position on the DDA Board effective, 1/1/2026. **Motion made by** Cliff Holland to accept resignation of Tara Marczak. . DDA approval will be given to Pinconning City Council for approval.

Second by Dacy Willard. **Discussion:** Thanking Tara for her service to the DDA. **Motion Carried.**

C. **Board Vacancy:** Michael Pavan, CEO of Northwoods Wholesale Outlet was in attendance and to discuss desire to become a DDA board member. Discussion followed by the DDA Board members and Mr. Pavan. Mr. Pavan agreed that he would like to become a DDA Board member. Motion by Cliff Holland to approve Micheal Pavan to fill the vacancy resulting in Tara Marczak resignation to her term. Second by Jeff Phinney. Discussion: None. Motion carried. DDA approval will be given to Pinconning City Council for approval.

Public Comment: David Darbyshire was in attendance and provided information to the DDA Board on his property and background.

Adjournment: Motion by Cliff Holland to adjourn the meeting.

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

Meeting adjourned at 5:10 pm

Next meeting February 5, 2026, at 3:30 pm at Pinconning Community Center

Respectfully submitted by Brian Saha, Chairperson.

Minutes Approved  Date 2/5/26

Brian Saha, Chairperson

City of Pinconning Downtown Development Authority

Meeting Minutes

February 5, 2026

In Person – Pinconning Community Center

Meeting called to order at 3:36 pm

Members Present: Chairman Brian Saha, Dacy Willard, Lynn Snyder, Treasurer Josh Klee, Sherri Boettcher, Rebecca Streich.

Members Absent: Vice Chairman Matt Hycki, Jeff Phinney, Cliff Holland

Quorum Present

Approval of Minutes: **Motion made by** Lynn Snyder to approve January 15, 2026, minutes.

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

Treasurer's Report: As of January 31, 2026, the Treasure's Report States: \$95, 821.00 and the bank statement shows \$95, 821.00. **Motion made by** Sherri Boettcher **Second** Dacy Willard **Discussion:** None. **Motion Carried.**

Presentations: None

Old Business:

A. Community Building & Parks:

1. Pinconning Community Center: No update.
2. Rental Requests/ Lease Documents: The Rotary Club is making plans to use the Community Building for a Nature Festival.
3. Grant Status: No update.
4. Community Building Maintenance Items: Ellen Charlebois from the FPCC reported plans for a roof canopy over the front entrance and is in the process of discussing financial options.

B. Gateway Signs: Cliff is to contact Barrett for questions on warranty and cost to repair. There will probably be a cost and not fixed for free.

C. Streetscape Projects & Improvement/Christmas Decorations: Lori is to get information from Bronners on purchasing different decorations to do a winter theme that would stay up thru the winter months.

D. Web Status/Updates: No update.

E. City of Pinconning Planning Discussion: No update.

F. Required State of Michigan DDA Reporting: Next public meeting is tentatively scheduled for March 4, 2026 at 3:15 PM at the Pinconning Community Center.

G. Blight Building Update: No update.

H. City Park Improvement: Ballpark updates are 90% completed. Current discussions on updating lights in the park.

I. Funding Scout/Wade Trim Proposal: Searching for grants for the Master Plan.

J. Bay Futures: No update.

K. Area Wide Recreation Council Discussion: No update.

L. Business Improvement Program: No update.

M. Promotion/Event Funding Grant Requests: A grant request from Pinconning Linwood Chamber of Commerce for promotion support and fireworks at the CheeseTown Festival in the amount of \$5,000 to be held in June 2026. **Motion made by** Dacy Willard **Second**

by Lynn Snyder to approve a grant in the amount of \$5,000 to the Pinconning Linwood Chamber of Commerce for promotion support and fireworks at the CheeseTown Festival. **Discussion:** None. **Motion Carried by** Roll call vote: Saha-yes, Boettcher-yes, Snyder-yes, Willard-yes, Klee-abstained, Streich-abstained. **Motion Carried.**

- N. **2025/2026 Fiscal Year Budget:** No update.
- O. **Accounting Services:** Annual State of Michigan 2024/25 fiscal year Report was completed and submitted to State of Michigan.
- P. **Landscaping/Beautification:** Brian will seek bids before CheeseTown Festival.
- Q. **Taxation Policy:** No update.
- R. **Sewer Upgrade:** Brian is corresponding with engineers and is waiting on further information and city engineers are seeking & applying for other grant funds to cover this project.
- S. **DDA TIF Mapping Issue:** The board still has questions on mapping and what was amended. DDA attorney has been contacted to provide comments and updates at next meeting.

New Business:

- A. **Bills and Accounts to Pay**
January Bills:
Consumers Energy Community Center: \$835.30
Consumers Energy Welcome signs: (4471 N Huron Rd) \$54.50 (1930 E Piconning Rd) \$44.68
Pinconning Township (January 2026) \$351.74
Chris Kuehne (CB shoveling) 1/11/26 to 1/26/26 - \$75.00 (five dates)
- B. **Secretary/Officer Appointments**
Tara Marczak resigned as DDA Board Member/Secretary and is to be removed from banking account and appoint new signatories. **Motion made by** Josh Klee to remove Tara Marczak from being a signatory from the Independent Bank account. **Second by** Sherri Boettcher. **Discussion:** None. **Motion Carried.**
- C. **A Motion Made by** Josh Klee to add Jeff Phinney and Rebecca Streich as signatories for the Independent Bank account. **Second by** Sherrie Boettcher. **Discussion:** None. **Motion Carried.**
- D. Board Terms to renew to 12/31/2028:
Motion made by Sherri Boettcher to extend Dacy Willard's board term to 12/31/2028. **Second by** Josh Klee. **Discussion:** None. **Motion Carried by** Roll call vote: Saha-yes, Boettcher-yes, Snyder-yes, Klee-yes, Streich-yes.
- E. **Motion made by** Dacy Willard to extend Josh Klee's board term to 12/31/2028. **Second by** Rebecca Streich. **Discussion:** None. **Motion Carried by** Roll call vote: Saha-yes, Boettcher-yes, Snyder-yes, Streich-yes, Willard-yes.
- F. **Motion made by** Josh Klee to extend board term for Michael Pavin to 12/31/2028. **Second by** Sherri Boettcher. **Discussion:** None. **Motion Carried by** Roll call vote: Saha-yes, Boettcher-yes, Klee-yes, Snyder-yes, Streich-yes, Willard-yes.
- G. **Motion made by** Josh Klee to appoint Rebecca Streich as DDA Secretary. **Second by** Sherri Boettcher. **Discussion:** None. **Motion Carried by** Roll call vote: Saha-yes, Boettcher-yes, Klee-yes, Snyder-yes, Willard-yes.

H. Discussion by the board to change meeting dates. The new date will be the 1st Wednesday of every month at 3:30 pm beginning the month of March 2026. **Motion made** by Josh Klee. **Second** by Lynn Snyder. **Discussion:** None. **Motion Carried.**

Public Comment: Chris Kuehne was in attendance and requested payment to be made to him for snow removal shoveling at the Pinconning Community Center.

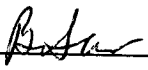
Adjournment: Motion by Sherri Boettcher to adjourn meeting.

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

Meeting Adjourned at 4:47 pm.

Next meeting March 4, 2026, at 3:15 pm at Pinconning Community Center for the Public Informational Presentation, then regular monthly board meeting at 3:30pm.

Respectfully submitted by Rebecca Streich, Secretary.

Minutes Approved  Date 3/4/26

Brian Saha, Chairperson

City of Pinconning Downtown Development Authority

Meeting Minutes

March 4, 2026

In Person – Pinconning Community Center

Meeting called to order at 3:44 pm

Members Present: Chairman Brian Saha, Vice Chairman Matt Hycki, Treasurer Josh Klee, Secretary Rebecca Streich, Jeff Phinney, Michael Pavan, Dacy Willard, Lynn Snyder, Sherri Boettcher

Members Absent: Cliff Holland

Quorum Present

Approval of Minutes: **Motion made by** Sherri Boettcher to approve February 5, 2026 minutes.

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

Treasurer's Report: As of February 28, 2026, the Treasure's Report States: \$81,908.92 and the bank statement shows \$81,908.92 **Motion made by** Sherri Boettcher to approve Treasurer's report **Second** Jeff Phinney **Discussion:** None. **Motion Carried.**

Presentations: Kevin Kilby, DDA Attorney gave an update on the TIF Mapping Issue. The 2020 map did not have parcel numbers so there were concerns with the mapping. There are three adjustments to be made. There may be a reduction on capture in 2027 and some funds may have to be refunded. There is now a new map that is correct.

Old Business:

A. Community Building & Parks:

1. Discussions with contractors about roof awning. There are no quotes at this time.
2. Rental Requests/ Lease Documents: Nothing new.
3. Grant Status: No update.
4. Community Building Maintenance Items: No update.
5. Signage: No update.
6. Request for Use of Community Building: Community Clothing (Kristin) requested the use of the Community Building basement for storage of clothing. The basement cannot be used as storage because of fire regulations. Josh will check on this information with insurance company.

- B. Gateway Signs:** Estimate from Barrett Sign to fix welcome signs since the warranty has expired. There are two signs to be repaired. The cost is \$4,927.50 to fix both signs.

Motion made by Jeff Phinney to have both welcome signs repaired in the amount of \$4,927.50 **Second** by Josh Klee **Discussion:** None. **Motion Carried.**

- C. Streetscape Projects & Improvement/Christmas Decorations:** Lori presented some pricing and photos from Bronners on decorations to do a winter theme that would stay up thru the winter months. Lynn shared an email she received from MDOT (Megan Darabos) regarding the trees in the city. Lynn will provide updates after further discussion.

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

- E. City of Pinconning Planning Discussion:** No update.

- F. Required State of Michigan DDA Reporting:** Public meeting was held on for March 4, 2026 at 3:15 PM at the Pinconning Community Center.

- G. **Blight Building Update:** No update.
- H. **City Park Improvement:** No update.
- I. **Funding Scout/Wade Trim Proposal:** No update.
- J. **Bay Futures:** Corridor study is complete. Planning on making Pinconning a destination city.
- K. **Area Wide Recreation Council Discussion:** No update.
- L. **Business Improvement Program:** No update.
- M. **Promotion/Event Funding Grant Requests:** The Pinconning Arts Council requested a grant in the amount of \$5,000.00 to increase lawn chair seating and improve parking for concert attendees, picnickers and other visitors. This grant would be a supplement to a BACF Grant that the Arts Council has applied for and will know the status sometime in May, 2026. This grant will only be provided if the BACF Grant is granted. **Motion made by** Josh Klee to support project up to \$5,000.00 and to review again after grant status in May. **Second by** Sheri Boettcher. **Discussion:** None. **Motion Carried by** Roll call vote: Saha-yes, Boettcher-yes, Snyder-yes, Phinney-yes, Klee-yes, Hycki-yes, Streich-yes, Pavan-yes, Willard-abstained. **Motion Carried.**
- N. **2025/2026 Fiscal Year Budget:** No update.
- O. **Accounting Services:** No update.
- P. **Landscaping/Beautification:** No update.
- Q. **Taxation Policy:** No update.
- R. **Sewer Upgrade:** Brian is corresponding with engineers and is waiting on further information. Bond payments would be over \$96,000 a year. Other funding sources are needed to help.
- S. **DDA TIF Mapping Issue:** Attorney Kevin Kilby gave a presentation and there is a new map that is correct.

New Business:

- A. **Bills and Accounts to Pay**
February Bills:
McGraw Morris P.C. (February 14, 2026) statement: \$536.50
Pinconning Township (February 2026) \$355.45
Motion made by Josh Klee to pay February, 2026 bills **Second by** Dacy Willard.
Discussion: None. **Motion Carried.**
- B. 2026/2027 Fiscal Year Draft Budget Presentation: Budget presented line by line and discussed. Need to approve in April.

Public Comment:

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

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

Meeting Adjourned at 5:37 pm.

Next meeting April 1, 2026, at 3:30 pm at Pinconning Community Center

Respectfully submitted by Rebecca Streich, Secretary.

Minutes Approved *Brian* Date 4/1/26

Brian Saha, Chairperson

City of Pinconning Downtown Development Authority

Meeting Minutes

April 1, 2026

In Person – Pinconning Community Center

Meeting called to order at 3:32 pm

Members Present: Chairman Brian Saha, Vice Chairman Matt Hycki, Secretary Rebecca Streich, Jeff Phinney, Michael Pavan, Cliff Holland, Kristen Boetefuer (present as City Council Assignee).

Cliff Holland left meeting at 4:05 p.m.

Members Absent: Treasurer Josh Klee, Lynn Snyder, Dacy Willard

Quorum Present

Approval of Minutes: **Motion made by** Jeff Phinney to approve March 4, 2026, regular meeting and public informational meeting minutes. **Second** by Matt Hycki **Discussion:** None. **Motion Carried.**

Treasurer's Report: As of February 28, 2026, the Treasure's Report States: \$89,825.40 and Cash Summary report balance is \$81,908.92 (unreconciled) as of 2/28/26. Outstanding obligations: PLYO \$3,000, Street Light Repair \$7,750 – Bock Electric, Welcome Sign Repair Est. \$4927.50 – Barrett Signs = \$15,677.50 Total. **Motion made by** Jeff Phinney to approve the Treasurers Report. **Second** by Rebecca Streich **Discussion:** None. **Motion Carried.**

Presentations: None

Kristin Boetefuer (present as City Council Assignee) asked Chairman Brian Saha why grant opportunities that the City Manager could apply for, on behalf of the City, was on every agenda for every DDA meeting. Kristin stated that it made the City Manager appear as if she was not doing her job. Chairman Saha explained that it was an important topic and was on every agenda because grants need to be applied for to improve the City. The City Staff are paid to seek out and apply for grants. Kristin also questioned why there are freezer cases in the basement of the Community Building and asked who they belong to. Chairman Saha answered that the freezer cases were donated to the Community Building for storage of seasonal items for streetscape items being stored in the basement.

Old Business:

A. Community Center & Parks:

1. Pinconning Community Center: No update.
2. Rental Requests/ Lease Documents: No update.
3. Grant Status: No update.
4. Building Improvement Requests: No update.
5. Signage: No update.
6. Requests for use of Community Building: No update.
7. Maintenance Items: No update.

- B. Gateway Signs:** Signs should be fixed within the next couple of weeks. Waiting on a fix date from Barrett Signs.

- C. **Streetscape Projects & Improvement/Christmas Decorations:** DDA Board will have to decide on banners to be purchased by June in order to receive sale price from Bronner's.
- D. **Web Status/Updates:** The website has been updated for Federal Reporting Guidelines.
- E. **City of Pinconning Planning Discussion:** Grant opportunities discussed and what City should concentrate on to open more opportunities. The Redevelopment Ready Community Grant is meant to attract and retain businesses and is open to any community in Michigan and is a key designation for obtaining possible grants from the State.
- F. **Required State of Michigan DDA Reporting:** Next public meeting is tentatively scheduled for June 3, 2026 at 3:15 PM at the Pinconning Community Center.
- G. **Blight Building Update:** No update.
- H. **City Park Improvement:** No update.
- I. **Funding Scout/Wade Trim Proposal:** Grants for the Master Plan obtained via this assistance. Wade Trim will help the City Staff to apply for other grants if we become clients of Funding Scout program.
- J. **Bay Futures:** The Economic Feasibility Study report should be ready in June. The DDA paid Bay Futures on behalf of the City of Pinconning to help the City with applying and finding grants.
- K. **Area Wide Recreation Council Discussion:** Discussion on formulating an area wide recreation council for projects and to work with neighboring townships for the greater good of Pinconning.
- L. **Business Improvement Program:** Rebecca Streich presented on behalf of Town & Country Supermarket. Rebecca had an application on behalf of John Aspinall for \$5,000 towards a new digital road sign. The total cost of this project is approximately \$50,000. The project is to be completed by June, 2026. **Motion by** Jeff Phinney for a BIP grant in the amount of \$5,000 to John Aspinall for the new digital road sign **Second by** Matt Hycki. Roll call vote: Saha – Yes, Hycki – Yes, Phinney – Yes, Pavan – Yes, Streich – Abstained, Boetefuer – Yes. Motion Carried
- M. **Promotion/Event Funding Grant Requests:** No update.
- N. **2025/2026 Fiscal Year Budget:** No update.
- O. **Accounting Services:** No updates.
- P. **Landscaping/Beautification:** Brian will seek bids before Cheese Town Festival.
- Q. **Taxation Policy:** No update.
- R. **Sewer Upgrade:** The City of Pinconning has applied for special funding from the Federal Government. Letters have been written to representatives on behalf of the DDA by Brian Saha for grant money. The City of Pinconning has applied for three grants. Becky Lakin stated that she should know the decision of one grant in May and was not sure about the other two.
- S. **DDA TIF Mapping Issue:** Mapping was updated by the City Assessor, DDA Attorney and City Attorney. All agree on the properties in the district. There will be a reduction in the DDA capture. No figure at this time. The amount could be approximately \$10,000.

New Business:

A. Bills and Accounts to Pay

March Bills:

Consumers Energy Community Center: \$929.92

Consumers Energy Welcome signs: (4471 N Huron Rd) \$46.31 (1930 E Pinconning Rd) \$56.03 (3650 N Huron Rd) \$47.04
Pinconning Township (January 2026) \$354.35
Tonya Bayne (CC cleaning services) \$225.00
McGraw Morris P.C.: \$1680.00
Community Building Refund: Wendy Bouchier \$100
Bay County Health Department (Food License) \$280

April Bills:

Consumers Energy Community Center: \$895.50
Welcome Signs: \$55.07, \$65.07, \$54.38

B. 2026/2027 Fiscal Year Draft Budget second presentation. City demands see Attorney Letter.

The DDA discussed the potential new budget line by line. The City of Pinconning has to approve the DDA budget and has the following demands:

City demands repayment of the over capture (no amount at this time) \$15,000 on outstanding invoices that City has not paid, a breakout of the Community Center revenue & expenses to be included in the proposed DDA budget and \$50,000 for the debt service related to the upcoming sewer project.

C. Board Member Michael Pavan has offered to help with the street sign sponsorship.

Public Comment: None

Adjournment: Motion by Jeff Phinney to adjourn meeting.

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

Meeting Adjourned at 5:25 p.m..

Next meeting May 6, 2026, at 3:30 pm at Pinconning Community Center

Respectfully submitted by Rebecca Streich, Secretary.

Minutes Approved Brian Saha Date 5/6/26

Brian Saha, Chairperson

City of Pinconning Downtown Development Authority

Meeting Minutes

May 6, 2026

In Person – Pinconning Community Center

Meeting called to order at 3:32 pm

Members Present: Chairman Brian Saha, Secretary Rebecca Streich, Jeff Phinney, Lynn Snyder, Dacy Willard, Mayor Sherri Boettcher.

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

Quorum Present

Approval of Minutes: **Motion made by** Jeff Phinney to approve April 1, 2026, minutes. **Second** by Dacy Willard **Discussion:** None. **Motion Carried.**

Treasurer's Report: As of March 31, 2026, the IB Bank Statement balance is \$96,757.44, and cash summary report is \$84,726.81 (unreconciled) as of March 31, 2026.

Outstanding obligations:

- PLYO \$3,000 Ballfield improvements dugout repair, fences
- Street Light Repair, Bock Electric, \$7750.00
- Welcome Sign Repair Est., Barrett Signs, \$4927.50
- Business Improvement Grant, Town & Country, \$5000.00
- City Police Coverage Est., \$9478.00
- Park parking improvement project with Arts Council \$5000.00
- Total: \$35,155.50 – True Est. Fund Balance: **\$49,571.00**

Motion made by Jeff Phinney to approve the Treasurers Report. **Second** by Dacy Willard **Discussion:** None. **Motion Carried.**

Presentations:

Tom Shoemaker from Whyte's Fishery & Smokehouse applied for a \$5,000 Business Improvement grant for repairs to the Tina's Electrolysis Building that he purchased and is renovating into a retail store. The interior of this building had to be completely remodeled, new electrical, new asphalt for parking and exterior renovations. **Motion made by** Jeff Phinney to approve a BIP grant in the amount of \$5,000 to Whyte's Fishery for the electrical & other building remodeling repairs. **Second by** Sherri Boettcher. Roll call vote: Saha – Yes, Streich – Yes, Phinney – Yes, Snyder – Yes, Willard – Yes, Boettcher – Yes. **Motion Carried.**

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. Building Improvement Requests: No update.
5. Signage: No update.
6. Requests for use of Community Building: No update.
7. Maintenance Items: No update.

- B. **Gateway Signs:** Parts for the signs have been ordered. There should be an installation by the end of the month. No update at this time from MDOT.
- C. **Streetscape Projects & Improvement/Christmas Decorations:** DDA Board will decide on banners to be purchased at the June board meeting in order to receive sale price from Bronner's. Lori presented three estimates for hanging of the banner and decorations.
- D. **Web Status/Updates:** No updates.
- E. **City of Pinconning Planning Discussion:** A possible grant opportunity for lighting in the park was emailed to City Manager by Chairman Brian Saha.
- F. **Required State of Michigan DDA Reporting:** Next public meeting is tentatively scheduled for June 3, 2026 at 3:15 PM at the Pinconning Community Center.
- G. **Blight Building Update:** No update.
- H. **City Park Improvement:** Possibility of a grant for lighting in the Park. PYLO project completed.
- I. **Funding Scout/Wade Trim Proposal:** Searching for grants for the Master Plan. Wade Trim will help the City Staff to apply for grants. A special public meeting to adopt the master plan is scheduled for May 28, 2028 at 5 p.m.
- J. **Bay Futures:** The Economic Feasibility Study report should be ready in June.
- K. **Area Wide Recreation Council Discussion:** Discussion on formulating an area wide recreation council for projects and to work with neighboring townships for the greater good of Pinconning.
- L. **Business Improvement Program:** See Presentation.
- M. **Promotion/Event Funding Grant Requests:** Discussion about CheeseTown, Tuesdays in the Park, Girls' Softball Tournament and the Library Kick Off Event.
- N. **2025/2026 Fiscal Year Budget:** No update.
- O. **Accounting Services:** No updates.
- P. **Landscaping/Beautification:** Bid submission by Pro-Scape Landscaping in the amount of \$14,729.91. **Motion by** Jeff Phinney to accept the bid from Pro-scape Landscaping with the condition that Pro-Scape clarifies some details in the service proposal. **Second by** Dacy Willard. Roll call vote: Saha – Yes, Streich – Yes, Phinney – Yes, Snyder – Yes, Willard – Yes, Boettcher – Yes. **Motion Carried.**
- Q. **Taxation Policy:** No update.
- R. **Sewer Upgrade:** City Manager, Becky Lakin, gave an update on one of the three grants that the City applied for. This grant was declined – no opportunity for this year.
- S. **DDA TIF Mapping Issue:** The City of Pinconning is using a lower taxable value for the DDA district than that recorded by the County. This needs to be addressed on what is the correct taxable value being used, the Bay County records or the City's current taxable value for the DDA district properties. Chairman, Brian Saha is checking on this information to get accurate TV numbers and requests the city check with the Bay County to reconcile this figure. A reduction in TIF income for the DDA will possibly be reduced by \$10,000 - \$15,000 a year because of DDA district mapping edit. Potential liability of overpayments from taxing authorities may be up to approximately \$35,000.

New Business:

A. Bills and Accounts to Pay

April Bills:

Consumers Energy Community Center: \$653.19

Consumers Energy Welcome signs: (4471 N Huron Rd) \$49.76 (1930 E Pinconning Rd) \$63.99 (3650 N Huron Rd) \$52.09
Pinconning Township (February 2026) \$354.35
Tonya Bayne (CC cleaning services) \$449.21
Motion made by Jeff Phinney to pay April, 2026 bills **Second** by Lynn Snyder. **Discussion:** None. **Motion Carried.**

B. 2026/2027 Fiscal Year Draft Budget second presentation. City demands per City Attorney Letter.

The DDA discussed the potential new budget line by line. The City of Pinconning has to approve the DDA budget and has the following demands:

City demands repayment of the over capture (no amount at this time), \$15,000 on outstanding invoices?, that City has paid, a breakout of the Community Center revenue & expenses to be included in the proposed DDA budget and \$50,000 for the debt service related to the upcoming sewer project. Discussion followed.

- C. All DDA Board Members were encouraged to attend the City Council Meeting for Chairman, Brian Saha's presentation regarding the DDA budget approval.

Public Comment: None

Adjournment: **Motion by** Jeff Phinney to adjourn meeting.

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

Meeting Adjourned at 5:09 p.m.

Next meeting June 3, 2026, at 3:30 pm at Pinconning Community Center

Respectfully submitted by Rebecca Streich, Secretary.

Minutes Approved _____  _____ Date 6/3/26

Brian Saha, Chairperson

City of Pinconning Downtown Development Authority

Meeting Minutes

June 3, 2026

In Person – Pinconning Community Center

Meeting called to order at 3:31 pm

Members Present: Chairman Brian Saha, Secretary Rebecca Streich, Treasurer Josh Klee, Michael Pavin, Lynn Snyder, Dacy Willard, Kristen Boetefuer (present as City Council Assignee).

Members Absent: Vice Chairman Matt Hycki, Cliff Holland, Jeff Phinney

Quorum Present

Approval of Minutes: **Motion made by** Dacy Willard to approve May 6, 2026 minutes. **Second** by Rebecca Streich **Discussion:** None. **Motion Carried.**

Treasurer's Report: As of May 31, 2026, the IB Bank Statement balance is \$90,663.97 and cash summary report is \$84,135.99 (unreconciled) as of April 30, 2026.

Outstanding obligations:

- PLYO- R&R Construction- City Park Baseball field improvement project \$3,000
- Street Light Repair, Bock Electric, \$7750.00
- Welcome Sign Repair Est., Barrett Signs, \$4927.50
- Business Improvement Grant, Town & Country, \$5000.00
- Business Improvement Grant, Whyte's Fishery, \$5,000.00
- City Police Coverage, \$9,074.79
- Park Parking Project, Arts Council, \$5,000.00
- Streetscape Beautification Project, ProScape, \$14,729.91
- Total: \$54,482.20 – True Est. Fund Balance: **\$36,181.77**

Motion made by Rebecca Streich to approve the Treasurers Report. **Second** by Dacy Willard **Discussion:** None. **Motion Carried.**

Presentations: None

Old Business:

A. Community Building & Parks:

1. Pinconning Community Center: Spoke with a contractor about new awning. No estimate at this time.
2. Rental Requests/ Lease Documents: Flyers are to be made that Community Building is for rent to advertise.
3. Grant Status: No update.
4. Building Improvement Requests: No update.
5. Signage: The old sign needs to be replaced with a more durable sign that will last longer that states "Available for Rent" and contact information. Michael Pavin offered to get pricing on a new sign. Tabled until next meeting.
6. Requests for use of Community Building: No update.
7. Maintenance Items: No update.

B. Gateway Signs: Parts for the signs have been ordered. There should be an installation by CheeseTown Festival. No update at this time from MDOT. Michael Pavin discussed the

signs with MDOT and learned that advertising can be done if the sign is not on public property.

- C. **Streetscape Projects & Improvement/Christmas Decorations:** The Bronner's sale ends this month. This has been tabled to look at in July.
- D. **Web Status/Updates:** No updates.
- E. **City of Pinconning Planning Discussion:** No update.
- F. **Required State of Michigan DDA Reporting:** Public meeting was held on June 3, 2026 at the Pinconning Community Center. Required meetings for the year are completed.
- G. **Blight Building Update:** No update.
- H. **City Park Improvement:** Possibility of a grant for lighting in the Park.
- I. **Funding Scout/Wade Trim Proposal:** The Master Plan has been approved and waiting for an update from Adam.
- J. **Bay Futures Update:** No update.
- K. **Area Wide Recreation Council Discussion:** Discussion on the city and townships working together to improve the park.
- L. **Business Improvement Program:** No requests.
- M. **Promotion/Event Funding Grant Requests:** Discussion about CheeseTown, Parade, Tuesdays in the Park, Girls' Softball Tournament, Library Kick Off Event and Wrestling Event at PJ's.
- N. **2025/2026 Fiscal Year Budget:** Budget adjustments may have to be made to balance the budget. Also, board members were asked to think of project goals.
- O. **Accounting Services:** Pinconning Township may no longer be the accounting service for the DDA. The City proposes to provide these services based on DDA parameters for these services. **Motion by** Josh Klee to have Brian Saha, Becky Lakin or Mayor Sherri Boettcher construct a Financial Service Agreement for accounting services from the city and to approve \$3,000 for financial services and \$1,500 for the annual audit if can be combined with city auditing process. **Second by** Dacy Willard. Roll call vote: Saha – Yes, Streich – Yes, Klee – Yes, Snyder – Yes, Pavin – Yes, Willard, Boetefuer – Yes. **Motion Carried.**
- P. **Landscaping/Beautification: Taxation Policy:** No update.
- Q. **Sewer Upgrade:** No update.
- R. **DDA TIF Mapping Issue:** No update.
- S. **2026/2027 Fiscal Year Draft Budget Fourth Presentation:** The DDA Budget was not approved by City Council at the May, 2026 City Council meeting. Adjustments were made to the budget and will have to be approved by City Council or the DDA cannot expend any money, and council would be responsible to pay all the DDA expenses until Council approves the new fiscal year budget. **Motion by** Josh Klee to approve the DDA fiscal year budget 2026/2027, as presented, contingent upon City Council approving the budget at the June 15, 2026, council meeting or at a special meeting to be scheduled prior to 6/30/2026. The DDA 2026/2027 Fiscal Year Budget will become effective and approved by the DDA for implementation upon the City Council approval at the 6/15/2026 meeting. **Second by** Dacy Willard. Roll call vote: Saha – Yes, Streich – Yes, Klee – Yes, Snyder – Yes, Pavin – Yes, Willard, Boetefuer – Yes. **Motion Carried.**

New Business:

A. Bills and Accounts to Pay

June Bills:

Consumers Energy Community Center: \$464.98

Consumers Energy Welcome signs: (4471 N Huron Rd) \$65.08 (1930 E Pinconning Rd) \$50.55 (3650 N Huron Rd) \$49.76

Pinconning Township: \$355.22

Tonya Bayne (CC cleaning services 5/2, 5/19, 6/3/2026) \$300.00

McGraw Morris PC Legal \$180.00

BIP Award-Whytes Fishery \$5000.00

BIP Award- Town & Country \$5000.00

ProScape Landscaping \$14729.91 annual DDA district clean up.

Fence Crafters LLC- Pinconning Park fence and parking project contribution-\$5000.00

City of Pinconning- Safety Millage reimbursement per agreement- \$9074.79

SAJ Digital Marking- City web hosting and administration- \$750.00

Bock Electric- DDA district lighting repairs- \$7750.00

PO Box Fee: \$78.00

Motion made by Josh Klee to pay May, 2026 bills **Second** by Lynn Snyder. Roll call vote: Saha – Yes, Streich – Yes, Klee – Yes, Snyder – Yes, Pavin – Yes, Willard, Boetefuer – Yes. **Motion Carried.**

- B. Request for Porta-Potty for Tuesday's in the Park: Motion by** Josh Klee to approve up to \$400 rental of porta potty's for Tuesdays in the Park. **Second by** Lynn Snyder. **Motion Carried.**

Public Comment: Dennis Curtis thanked the DDA for the \$5,000 grant to the Art Council for the parking project.

Adjournment: Motion by Josh Klee to adjourn meeting.

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

Meeting Adjourned at 4:43 p.m.

Next meeting July 1, at 3:30 pm at Pinconning Community Center

Respectfully submitted by Rebecca Streich, Secretary.

Minutes Approved B. Saha Date 7/1/26

Brian Saha, Chairperson

City of Pinconning Downtown Development Authority

Meeting Minutes

July 1, 2026

In Person – Pinconning Community Center

Meeting called to order at 3:38 pm

Members Present: Chairman Brian Saha, Secretary Rebecca Streich, Cliff Holland, Michael Pavin, Lynn Snyder, Dacy Willard, Kristin Boetefuer (present as City Council Assignee).

Kristin Boetefuer stated she would be a permanent replacement for Sherri Boettcher, Mayor, for the year.

Members Absent: Vice Chairman Matt Hycki, Treasurer Josh Klee, and Jeff Phinney

Quorum Present

Dacy Willard left at 4:32 p.m.

Approval of Minutes: **Motion made by** Dacy Willard to approve June 3, 2026, Public Informational and general meeting minutes. **Second** by Kristin Boetefuer **Discussion:** None.

Motion Carried.

Treasurer's Report: As of May 31, 2026, the IB Bank Statement balance is \$90, 663.97 and cash summary report is \$84,135.99 (unreconciled) as of April 30, 2026. Outstanding obligations: None. Total outstanding expenses **Est: \$0.00. Fund Est. Balance: \$35,287.90.**

Motion made by Cliff Holland to approve the Treasurers Report. **Second** by Dacy Willard **Discussion:** None. **Motion Carried.**

Presentations: None

Old Business:

A. Community Building & Parks:

1. Pinconning Community Center: No update.
2. Rental Requests/ Lease Documents: Cliff Holland spoke of lots of activity with upcoming graduation parties and a wedding booked.
Kristin Boetefuer stated that the Methodist Church was bought by the food pantry and they are advertising it as a place for rentals and that it could be competition for the Community Building.
3. Grant Status: No update.
4. Building Improvement Requests: No update.
5. Signage: Michael Pavin is working on getting an estimate for new signage so that the building can be advertised for rent.
6. Requests for use of Community Building: No update.
7. Maintenance Items: Refrigerator in the kitchen needs to be repaired. Kader Refrigeration estimate for \$1300.00. **Motion made by** Cliff Holland to pay Kader Refrigeration to fix refrigerator in the amount of \$1300.00. **Second** by Dacy Willard. **Discussion:** None. **Motion Carried.**
Cliff Holland gave an update on the health inspection of the Community Building. He stated that the health inspection went very well. There were two thermostats that needed to be replaced in the freezer and refrigerator. Cliff Holland donated the thermostats to the Community Building.

Health Inspector stated bathrooms need door closers. The door closers have been purchased but not installed.

Lastly, the Community Building has no fire alarms or carbon dioxide detectors.

Michael Pavin stated he would donate the fire alarms and carbon dioxide detectors to the Community Building.

- B. **Gateway Signs:** All signs have been fixed and are currently working. Michael Pavin is in discussions with MDOT and will go over all information with Chairman Brian Saha. Michael Pavin stated that everything is cleared with MDOT. The idea was to have area businesses sponsor messaging on the signs for a fee.
- C. **Streetscape Projects & Improvement/Christmas Decorations:** Due to budget restraints there is no money in the budget for decorations at this time.
- D. **Web Status/Updates:** Dacy Willard pointed out some updates needed on the website. Tara Marczak needs to be removed as secretary and Michael Pavin needs to be added as a current board member.
- E. **City of Pinconning Planning Discussion:** Many grant opportunities are available such as the Redevelopment Ready Community grant.
- F. **Required State of Michigan DDA Reporting:** Public meeting was held on June 3, 2026 at the Pinconning Community Center. Required meetings for the year are completed.
- G. **Blight Building Update:** No update.
- H. **City Park Improvement:** Possibility of a grant for lighting in the Park. Chairman Saha is meeting with Consumers Energy for consideration of motion-activated lights and energy incentives. Chairman Saha will have Bock Electric check to see what lighting works and what does not work in the park.
Concerns mentioned about parking in the park, with vehicles parking on grass possibly causing damage, suggestion of signage to prohibit parking on grass.
- I. **Funding Scout/Wade Trim Proposal:** No update.
- J. **Bay Futures Update:** Mark from Bay Futures was present at the meeting and spoke about ongoing efforts to improve community governance and business and tourism. The team is still working on the study and will provide a deep context of their findings.
- K. **Area Wide Recreation Council Discussion:** Discussion on the city and townships working together to improve the park. The more people that are involved, the more funding possible.
- L. **Business Improvement Program:** No requests.
- M. **Promotion/Event Funding Grant Requests:** Successful recent events with CheeseTown Festival, carnival, mac n cheese contest, music, wrestling and other events. Discussed plans to expand events next year with possible more bands, activities including a four-day festival. Discussed community event Light, Sirens & Smiles that is replacing the Block party this year on July 18th.
- N. **2025/2026 Fiscal Year Budget:** The 2025/2026 budget has line items that require amending. TIFA numbers are not lining up. The TIF revenues were off almost 13%. Attorney fees also greatly varied from budget. **Motion by** Rebecca Streich to approve the amended budget as presented for fiscal year 2025 – 2026. **Second by** Lynn Snyder. Roll call vote: Saha – Yes, Streich – Yes, Boetefuer – Abstain, Holland – Yes, Pavin – Yes, Snyder – Yes. **Discussion:** None. **Motion Carried.**
- O. **Accounting Services:** Financial Agreements have yet to be signed between City of Pinconning and the DDA because of discrepancies in the agreement. The main issue is

the Audit portion and a disagreement with what was agreed upon in the informal meeting and routine duties to be performed. Going forward until this is settled, it is recommended that the DDA use the Pinconning Township accounting services month to month until these issues with the city can be resolved. **Motion made by** Lynn Snyder to continue with Pinconning Township to provide financial services month to month until a draft of other proposals can be received for consideration of the DDA board. **Second** by Rebecca Streich. Roll call vote: Saha – Yes, Streich – Yes, Boetefuer – No – Holland – Yes-, Snyder – Yes, Pavin – Yes. **Motion Carried**

P. **Landscaping/Beautification: Taxation Policy:** No update.

Q. **Taxation Policy:** No update.

R. **Sewer Upgrade Discussion:** No update.

S. **DDA TIF District Mapping Discussion** A concern of city council when they approved the DDA's budget was the debt of \$33,412.65 that the city desires to be paid all in full and not agree to three-year payback as requested by the DDA and approved in budget negotiations with the City Council members. So, this additional expense would fully deplete the cash balance for the DDA until more TIF proceeds are distributed in August/September Summer 2026 Tax collection and Winters, Jan/Feb. 2027. If the amount of the \$33,412.65 computed by City Treasurer was paid in full immediately, there would be no cash flow to pay operational expenses. If the DDA cannot pay the operational expenses then those obligations fall to the City of Pinconning to pay. The Recommendation is to wait until TIF proceeds for this fiscal year are received to pay these outstanding obligations due to all tax authorities so minimal cash balances can be maintained. Discussion as to why the DDA should have to pay the \$33,412.65 when the City of Pinconning, that maintained these records, and made these assessment mistakes. Cliff Holland stated that the City of Pinconning should take that in consideration when demanding payment in full and not allowing a three year payback. Kristin Boetefuer stated that the decision not to allow a payment plan was based on the recommendation of the City Attorney. Boetefuer also stated that the City has a very tight budget right now. Chairman Saha requested that the County and the City review and make sure that the taxable values (TV) are correct as there is a large discrepancy in Taxable Values for 2025 basis year for calculating the DDA TIF proceeds for the 2025/2026 fiscal year, that Bay County records show for the City of Pinconning DDA district TV capture value of \$7,667,029 vs City TV DDA district valuation of \$7,476,769, which is a negative difference of (\$190,260.00). TIF valuation for the DDA based on the city's TV caused net loss effect of TIF proceeds budgeted to the DDA. Question is who's TV is correct and it's recommended that the City and County reconcile this issue/error to the correct amount so DDA can budget TIF income correctly, when reporting these values to Bay County.

T. **2026/2027 Fiscal Year Budget:**

Discussion: The DDA's budget was approved by City Council on June 15, 2026 and by the DDA on June 4, 2026. One of the conditions was \$3,000 to the City Treasurer to perform accounting services and \$1,500 for the audit. It was recommended through discussion that the DDA should continue to use Pinconning Township to provide financial services on a month-to-month basis until acceptable agreements can be achieved with the City of Pinconning and motion approved. Kristin Boetefuer stated that if the Motion passed, the DDA should be aware that we cannot exceed the budget that City

Council passed, which means that there is a \$3,000 lawyer limit. Chairman Saha responded that we are aware of the DDA budget and asked Kristin if she was aware that if the DDA cannot pay the bills that the responsibility of payment goes to the city. Boetefeur stated she was aware. Boetefeur also stated that the more that the DDA paid "Joanna" for accounting services the less in the budget for the City accounting services. Machel Fath, representative from the Pinconning Township corrected Boetefeur, not once, but twice, that it was the Pinconning Township that provided these services. Further discussions by Boetefeur also included accusations that DDA Board Members are rude to the City Treasurer and that any communication about accounting services is to be made to the City Manager and not the City Treasurer and questioning meeting location for the DDA at the Pinconning Community Center and other items. Harrassment issues and disagreements were presented by Cliff Holland other DDA board members with Boetefeur's accusations. After lengthy discussions, point of order was made by the Chairman.

New Business:

A. Bills and Accounts to Pay

Tonya Bayne – Cleaning services for 6/16 & 6/30/26 - \$200.00

McGraw Morris PC – 4/11/26 - \$3100.00

Barret Sign Co – Parts for signs - \$562.50

Kader Refrigeration – Recharge Freon - \$180.00 & Cost to fix, new evaporator - \$1300.00

Pinconning Journal – Public Notice - \$45.00

City of Pinconning – Water/Sewer - \$224.08

City of Pinconning – Over Collection - \$16,772.29

Melissa Dore – Community Building Rental Deposit Refund - \$100.00

Motion made by Lynn Snyder to pay the bills excluding the DDA over-capture invoice received from the city for \$16, 772.29 and wait until we have more funds to pay it with our summer tax collection receipts. **Second by** Rebecca Streich. Roll call vote: Saha – Yes, Streich – Yes, Boetefuer – No, Holland – Yes, Snyder – Yes, Pavin – Yes. **Motion Carried.**

B. Vote for Officers of the DDA Board

This is carried over until next meeting.

Public Comment: None

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

Second by Kristen Boetefuer **Further Discussion:** None. **Motion Carried.**

Meeting Adjourned at 5:49 p.m.

Next meeting August 5th, at 3:30 pm at Pinconning Community Center

Respectfully submitted by Rebecca Streich, Secretary.

Minutes Approved *B. Saha* Date 8/5/26

Brian Saha, Chairperson

City of Pinconning Downtown Development Authority

Meeting Minutes

August 5, 2026

In Person – Pinconning Community Center

Meeting called to order at 3:41 p.m.

Members Present: Chairman Brian Saha, Secretary Rebecca Streich, Vice Chairman Matt Hycki, Treasurer Josh Klee, Lynn Snyder, Kristin Boetefuer (present as City Council Assignee).

Members Absent: Jeff Phinney, Dacy Willard, Michael Pavin

Quorum Present

Approval of Agenda: Motion made by Josh Klee to approve August 5, 2026 agenda. **Second** by Lynn Snyder. **Discussion:** None. **Motion Carried.**

Approval of Minutes: Motion made by Lynn Snyder to approve July 1, 2026 minutes. **Second** by Matt Hycki **Discussion:** None. **Motion Carried.**

Treasurer's Report: IB Bank Statement balance as of 7/31/2026 is \$37,446.61 Outstanding obligations: \$33,412.65. Total outstanding expenses True Est. Fund Est. Balance \$2,404.08

Motion made by Rebecca Streich to approve the Treasurers Report. **Second** by Matt Hycki
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.
4. Building Improvement Requests: No update.
5. Signage: Michael Pavin is working on getting an estimate for new signage so that the building can be advertised for rent.
6. Requests for use of Community Building: No update.
7. Maintenance Items: Refrigerator in the kitchen is scheduled to be repaired by Kader Refrigeration for \$1300.00. Michael Pavin/ Northwoods donated Fire alarms and Carbon dioxide detectors that will need to be installed. Cliff Holland stated that the health inspector said at the inspection that a step should be built for the North Entrance. More details next meeting.

B. Gateway /Directional/Welcome Signs: No updates.

C. Streetscape Projects & improvement/Banner, Flag & Christmas Decorations Web Status/Updates: No updates due to budget constraints.

D. Web Status Updates: No updates.

E. City of Pinconning Long Range Plan Discussion: Many grants out there that can be applied for redevelopment ready community process.

F. Required State of Michigan DDA Reporting: Public meeting was held on June 3, 2026 at the Pinconning Community Center. Required meetings for the year are completed.

G. Blight Building Update: No update.

- H. **City Park Improvement Plans:** Bock Electric checked lighting in the park and took inventory. There is a possibility of a grant for motion-activated lights and other incentives. Chairman Saha compiling information to see what Consumers Energy can offer for the park.
- I. **Funding Scout/Wade Trim Proposal, Master Plan, and Strategic Planning:** No update.
- J. **Bay Futures Update. Economic Feasibility Study for the City of Pinconning:** No update.
- K. **Area Wide Recreation Council & Cooperative Projects:** Discussion of creating a committee with neighboring townships and the school to assist with recreational plan that city has approved.
- L. **Business Improvement Project & Update:** No update or applications.
- M. **Promotion/Events:** Discussion of CheeseTown and plans for the 2027 event. Possible two nights with a band, bingo inside Community Building, 30 team softball tournament and carnival. City of Pinconning has already approved the use of the park for Chamber of Commerce.
- N. **2025/2026 Fiscal Year Budget:** Discussion about budget amendments for 2025/2026 fiscal year and discrepancies of funds reported to county from the city. There is a shortage of approximately \$3,569.07 from County Report sent by City Treasurer of funds distributed to DDA and funds received. The DDA is owed this difference. Chairman Saha has requested the city to check into this shortage. **Motion made by** Cliff Holland to approve the amendments for the 2025/2026 budget as presented. **Second** by Matt Hycki. Roll call vote: Saha – Yes, Streich – Yes, Klee – Yes, Boetefuer – Yes, Hycki – Yes, Holland – Yes, Snyder – Yes. **Discussion:** None. **Motion Carried.**
- O. **Accounting Services:** DDA Board is waiting to hear back from the City so until agreements have been satisfactorily prepared the DDA will continue on a month to month basis with Pinconning Township for accounting services. Chairman Saha has requested estimates from auditing services from alternative CPA auditing firms.
- P. **Annual Landscaping and Beautification Update:** No update.
- Q. **Taxation Policy, Economic Development, Vacant Commercial Property:** No update.
- R. **Sewer Upgrade Discussion:** There is a question of the cost proposed for DDA by the City of Pinconning in the amount of \$440,000. City Manager, Becky Lakin, shared that she has been communicating with Senator Elissa Slotkin about the sewer upgrade because of the possibility of spare money that could possibly help the city with the sewer upgrade.
- S. **DDA TIF District Mapping Discussion:** TIF Mapping Payback: City: \$16,772.29, County: \$13,061.28, Bay Metro: \$1,169.63 and Delta: \$2,409.45. Recommendation is to delay payback until the next taxes are collected by the city and distributed to the DDA to ensure there are enough funds available to pay these obligations projected by the city treasurer, which is estimated to be in September/October time frame. None of the entities are willing to accept a three-year payment plan as present to all taxing authorities.
- T. **2026/2027 Fiscal Year Budget:** No update. DDA is still waiting for communication from the City for amended financial service agreement and public safety millage distribution agreement as forwarded to the city for amendments.
- U. **City Safety Millage Resolution and Existing Agreement Discussion:** The safety millage has passed. The resolution council that was passed is not legal per legal opinion

based on State of Michigan Statute. TIF funds are to pass to the DDA, then distributed by agreement has been accomplished in past agreement with the city. A new updated agreement needs to be completed using the current agreement in place as a template. The current agreement used has already been approved by both the City and DDA attorneys. Draft Agreement and legal opinion have been forwarded to the City.

New Business:

A. Bills and Accounts to Pay

Consumers Energy – Community Center \$809.94

Consumers Energy – Welcome Signs (Huron Rd) \$55.26, (Pinconning Rd) \$65.46, (N Huron Rd) \$50.14

Pinconning Township (July 2026) - \$354.35

City Request to pay for porta potty dump at park that an individual who was renting the gazebo had to pay because the porta potty was full - \$100.00 **Discussion:** Cliff asked that the City should pay half since it was a rental at the park. Josh stated that we should just pay the individual since they should not have been responsible to pay for the dump. Other DDA board members agreed to pay the individual.

Motion made by Josh Klee to pay the bills and also the \$100 that individual paid to have the pportapotty dump. **Second by** Cliff Holland. **Motion Carried.**

Tabled Expense Items:

City invoice for repayment of overpayment of TIF proceeds from remapping issue outstanding and tabled - \$16,772.29.

Bay County for repayment of overpayment of TIF proceeds from remapping issue outstanding and tabled - \$13,061.

Bay Metro for repayment of overpayment of the TIF proceeds from remapping issue outstanding and tabled - \$1,169.63.

Delta College for repayment of overpayment of TIF proceeds from remapping issue outstanding and tabled - \$2,409.45.

B. Annual Meeting Officer Appointment

1. **Motion made by** Cliff Holland to appoint Brian Saha as Chairman for the upcoming year. **Second by** Matt Hycki. Discussion: None. Roll call vote: Saha - Abstain, Streich - Yes, Klee - Yes, Boetefuer - No, Hycki - Yes, Holland - Yes, Snyder - Yes. **Discussion:** None. **Motion Carried.**

2. **Motion made by** Matt Hycki to appoint Jeff Phinney as Vice Chairman for the upcoming year. **Second by:** Josh Klee. Roll call vote: Saha - Yes, Streich - Yes, Klee - Yes, Boetefuer - No, Hycki - Yes, Holland - Yes, Snyder - Yes. **Discussion:** None. **Motion Carried.**

3. **Motion made by** Josh Klee to appoint Rebecca Streich as Secretary for the upcoming year. **Second by** Cliff Holland. Discussion: None. Roll call vote: Saha - Yes, Streich - Abstain, Klee - Yes, Boetefuer - Yes, Hycki - Yes, Holland - Yes, Snyder - Yes. **Discussion:** None. **Motion Carried.**

4. **Motion made by** Cliff Holland to appoint Josh Klee as Treasurer for the upcoming year. **Second by** Matt Hycki. Discussion: None. Roll call vote: Saha - Yes, Streich - Yes, Klee - Abstain, Boetefuer - Yes, Hicki - Yes, Holland - Yes, Snyder - Yes. **Discussion:** None. **Motion Carried.**

Public Comment: County Commissioner, Kathy Niemiec.

Adjournment: Motion by Cliff Holland to adjourn meeting.

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

Meeting Adjourned at 4:51 p.m.

Next meeting September 2, 2026, at 3:30 pm at Pinconning Community Center
Respectfully submitted by Rebecca Streich, Secretary.

Minutes Approved Brian Saha Date 9/2/26

Brian Saha, Chairperson

City of Pinconning Downtown Development Authority

Meeting Minutes

September 2, 2026

In Person – Pinconning Community Center

Draft

Meeting called to order at 4:13 p.m.

Members Present: Chairman Brian Saha, Secretary Rebecca Streich, Vice Chairman Jeff Phinney, Cliff Holland, Kristin Boetefuer (present as City Council Assignee).

Members Absent: Treasurer Josh Klee, Dacy Willard, Michael Pavin and Lynn Snyder

Quorum Present

Approval of Agenda: Motion made by Cliff Holland to approve September 2, 2026 agenda.

Second by Jeff Phinney . **Discussion:** None. **Motion Carried.**

Approval of Minutes: Motion made by Cliff Holland to approve August 5, 2026 minutes.

Second by Jeff Phinney **Discussion:** None. **Motion Carried.**

Treasurer's Report: IB Bank Statement balance as of 8/31/2026 is \$56,493.67 Outstanding obligations: \$34,712.65. Ending Balance of \$19,281.18 unencumbered.

Motion made by Rebecca Streich to approve the Treasurers Report. **Second by** Jeff Phinney
Discussion: None. **Motion Carried.**

Presentations: Mark from Bay Futures spoke about the Economic Feasibility Study Presentation that will be held on September 22, 2026 at 11:00 a.m.

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. Building Improvement Requests: No update.
5. Signage: No update.
6. Requests for use of Community Building: No update.
7. Maintenance Items: Refrigerator in the kitchen is waiting for scheduling to be repaired by Kader Refrigeration in the amount of \$1300.00. Cliff stated that we should have a second opinion because he checks the thermometers often and they are holding temp, so he is wondering if the thermometer is actually broke.

B. Gateway /Directional/Welcome Signs: Discussions are in the process of a directional sign pointing to the downtown business district. A private person contacted Brian Saha and stated they would help with the cost of the directional sign pointing to the business district.

C. Streetscape Projects & improvement/Banner, Flag & Christmas Decorations Web Status/Updates: No updates due to budget constraints.

D. Web Status Updates: No updates.

E. City of Pinconning Long Range Plan Discussion: Many grants out there that can be applied for including redevelopment ready community process.

F. Required State of Michigan DDA Reporting: Public meetings will be held March and June of 2027.

- G. **Blight Building Update:** No update.
- H. **City Park Improvement Plans:** Brian Saha met with Consumers Energy and they did a walk through the park. Brian is getting some information for Consumers to see what type of incentives there might be.
- I. **Funding Scout/Wade Trim Proposal, Master Plan, and Strategic Planning:** No update.
- J. **Bay Futures Update. Economic Feasibility Study for the City of Pinconning:** See presentation.
- K. **Area Wide Recreation Council & Cooperative Projects:** Discussion of creating a committee with neighboring townships and the school to assist with recreational plan that city has approved.
- L. **Business Improvement Project & Update:** No update or applications.
- M. **Promotion/Events:** Discussion of Pumpkin Festival that will be held on September 26, 2026 at Doc Litchfield Park.
- N. **2025/2026 Fiscal Year Budget:** Discussion about possibility of discrepancies of funds reported to county from the city. There may be a shortage of approximately \$3,569.07. If so, the DDA is owed this difference. Chairman Saha has requested the city to check into this shortage.
- O. **Accounting Services:** No update. City Manager, Becky Lakin, stated that she would meet with Chairman Saha to discuss the financial agreements.
- P. **Annual Landscaping and Beautification Update:** No update.
- Q. **Taxation Policy, Economic Development, Vacant Commercial Property:** No update.
- R. **Sewer Upgrade Discussion:** No update.
- S. **DDA TIF District Mapping Discussion:** DDA has not received any invoices requesting payment except from the City of Pinconning for \$16,772.29. TIFFA Mapping Payback totals, computed by city treasurer are City-\$16,772.29; County- \$13,061.28; Bay Metro- \$1,169.63; and Delta: \$2,409.45. Recommendation is to delay payback until the TIF proceeds from summer taxes collections are received, which is sometime in September 2026. None of the entities are willing to accept a three-year payment plan so DDA must plan for payment in full of \$33,412.65 from this year's budget.
- T. **2026/2027 Fiscal Year Budget:** No update. DDA is still waiting for communication from the City for amended financial agreements draft sent to administration to respond.
- U. **City Safety Millage Resolution and Existing Agreement Discussion:** No update for agreement in place and any draft agreement which are needed per legal opinion and State Statute Law which requires these funds to be collected by DDA TIF for its portion.

New Business:

A. Bills and Accounts to Pay

Consumers Energy – Community Center \$522.17
 Consumers Energy – Welcome Signs (Huron Rd) \$54.64, (Pinconning Rd) \$63.99, (N Huron Rd) \$52.08
 Pinconning Township (August 2026) - \$350.91
 Tonya Bayne (CC cleaning services) (7/13, 7/29, 8/5, 8/25) \$400.00
 McGraw Morris P.C. (8/10) \$1640.00
 CAN Surety – Board Bond Insurance Annual Premium - \$559.50

Costco Accounts Payable Checks & Bank Supplies Order C/O Brian Saha - \$305.37
Michigan Downtown Association Annual Dues - \$350.00

Kader Refrigeration: CB refrigerator repair (cost to completely fix – new evaporator needed, Est - Not completed and paid yet - \$1300.00

City Request to pay for portapotty dump: This is tabled until further information can be obtained from Treasurer Josh Klee who was going to contact Pierson's as to why there was a dump fee.

Motion made by Jeff Phinney to pay bills and to reimburse Brian Saha for the checks purchased from Costco for the DDA at a significant discount price. **Second by** Cliff Holland. **Discussion:** None. Roll call vote: Saha – Abstain, Streich – Yes, Phinney – Yes, Boetefuer – Yes, Holland – Yes, Hycki – Yes. **Motion Carried.**

Tabled Expense Items:

City invoice for repayment of overpayment of TIF proceeds from remapping issue outstanding and tabled - \$16,772.29.

Bay County for repayment of overpayment of TIF proceeds from remapping issue outstanding and tabled - \$13,061.

Bay Metro for repayment of overpayment of the TIF proceeds from remapping issue outstanding and tabled - \$1,169.63.

Delta College for repayment of overpayment of TIF proceeds from remapping issue outstanding and tabled - \$2,409.45.

- B. ACH Vendor Request from the City: **Motion made by** Jeff Phinney for DDA Board to approve Chairman, Brian Saha, to fill out the ACH Vendor Request form from the City that would allow electronic transactions through the bank. **Second by** Matt Hycki. **Discussion:** None. **Motion Carried.**

Public Comment: Dan Couveau addressed the board with questions of what the DDA is doing to bring in new businesses to the city. Mr. Couveau also asked if apartments were being built in the old Northern Tube building. It was stated by Mark from Bay Futures that he knows that Northern Tube was not purchased for any apartment complex.

Adjournment: **Motion by** Jeff Phinney to adjourn meeting.

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

Meeting Adjourned at 4:51 p.m.

Next meeting October 7, 2026, at 3:30 pm at Pinconning Community Center
Respectfully submitted by Rebecca Streich, Secretary.

Minutes Approved _____ Date _____

Brian Saha, Chairperson