

ANGELA EDWARDS, EXECUTIVE DIRECTOR  
ANDY ROOSA, CHAIRPERSON  
HOLLIE MILLER, VICE CHAIR & TREASURER  
PATRICIA FELDMAN, SECRETARY

STEVE SCHNEIDER, VILLAGE COUNCIL PRESIDENT  
KRISTA BOOS, BOARD MEMBER  
MELISSA SCHNEIDER, BOARD MEMBER

## DOWNTOWN DEVELOPMENT AUTHORITY

June 28, 2023 - 7:00 PM

# Minutes

**Call to Order:** *A Roosa at 7:07pm*

**Attendance:** Roll Call

**Present:** *Krista Boos, Steve Schneider, Hollie Miller, Andy Roosa, Melissa Schneider, Tricia Feldman*

**Audience:** *Leigh Young, Jim Alt, Carolyn Plunkett*

**Additions/Deletions to Agenda:** *A new sheet is posted for audience members to sign in. Reminder for audience members wishing to speak must approach the podium. Addition of a Bill Payable, Quotes for Pocket Park tables discussion.*

**Communications:** *Leigh Young- Michigan Main Street: Leigh presented the "Main Street" program along with Jim Alt, Executive Director from Lapeer Main Street, speaking about the process from his perspective, the benefits they have seen, and to answer Any questions we have.*

*Touma- Re: By Laws: Discussed our board format consisting out of 9 members, 5 have to have property interest in the district, the other 4 could live/work elsewhere.*

*Touma- Re: Social District: His belief is that State road can run through a Social District. Angela has reached out to the MLCC District Agent and has not heard back. If we received approval, we will then make a motion to approach Village Council.*

**Public Comments (Agenda Items):** *None*

**Approval of Consent Agenda:** **Motion to approve consent agenda:**

*Made by: S Schneider Supported by: H Miller.*

*Ayes: 5. Nay: 0 Abstain: 0*

**Approval of Minutes:**

A. Approval of May 24, 2023 meeting: **Motion to approve minutes:**

*Made by: S Schneider Supported by: M Schneider*

*Ayes: 5. Nay: 0 Abstain: 0*

Date	Vendor	Inv #	Total
5/31/2023	American Tree		\$3,367.00
6/06/2023	Touma, Watson, Whaling, Coury & Stremers, PC	56536	\$200.00
6/08/2023	Tri-City Times Festival Guide Ad		\$260.00
6/12/2023	Reimbursement- A. Edwards (Jeep Night Ducks & Supplies)		\$139.02
6/12/2023	Reimbursement- A. Edwards (Donuts- Main Street Training)		\$13.92
6/14/2023	DTE Bill- First Congregational Church Parking Lot		\$69.56
6/22/2023	Cruis'n Media Heritage Festival Ad	2444	\$281.00
6/23/2023	Touma, Watson, Whaling, Coury & Stremers, PC	56027	\$450
<b>Total:</b>			\$4,780.50

**Approval of Bills Payable:** *With the addition of our Copier Service Annual Fee invoice of \$227.28, the amended total is \$5,007.88*

**Motion to approve Bills Payable:**

**Made by:** *M Schneider* **Supported by:** *K Boos*

**Ayes:** 5. **Nay:** 0 **Abstain:** 0

**Treasurer's Report:**

A. May Revenue & Expenditure Report.

Motion to approve **Made by:** *S Schneider* **Supported by:** *K Boos*

**Ayes:** 5. **Nay:** 0 **Abstain:** 0

B. May Check Disbursement:

Motion to approve **Made by:** *K Boos* **Supported by:** *M Schneider*

**Ayes:** 5. **Nay:** 0 **Abstain:** 0

**Motion to approve Treasurer's Report:**

**Made by:** *S Schneider* **Supported by:** *K Boos*

**Ayes:** 5. **Nay:** 0 **Abstain:** 0

**Director's Report:**

A. June 2023

**New Business:**

A. Finance

1. Façade Grant Updated Guidelines

Facts: The finance committee has updated the facade grant guidelines with the following changes:

-Up to an additional \$5,000 should additional right-of-ways be improved (making a total of \$10,000)

-Removing the pre-approval in order to allow quicker improvements as the DDA only meets once a month (all grant funding is still subject to Village ordinances and DDA guidelines)

-Per the last point, making the grant retro active and reimbursing funds once proof of payment and application is submitted.

**Motion to approve the updated facade grant guidelines as recommended by the finance committee:**

Motion with conditional approval to include updated verbiage of funding of sign, facade etc. per owner/tenant.

**Made by:** *H Miller* **Supported by:** *S Schneider*

**Ayes: 5. Nay: 0 Abstain: 0**

2. Façade Grant Updated Application (*awaiting updated application*)
3. Façade Application 126 N Main
4. Masonry Quote for Dumpster Corral: *Tabling to acquire more detailed quotes with breakdown between the dumpster corral and and the fountain work.*
  
5. Add Signer on Account: Motion to add Hollie Miller to Tri County Bank account:  
**Made by: K Boos Supported by: S Schneider**  
**Ayes: 4. Nay: 0 Abstain: 1**
  
6. Remove Signer from Account: Motion to remove previous Treasurer, Krista Boos, to the Tri County account:  
**Made by: S Schneider Supported by: H Miller**  
**Ayes: 5. Nay: 0 Abstain: 0**
  
7. Motion to remove Kim Schall and Tracy Pewinski as signers from the PNC Façade Grant account.  
**Made by: H Miller Supported by: K Boos**  
**Ayes: 5. Nay: 0 Abstain: 0**
  
8. Add H Miller and S Schneider as signers to the PNC Façade Grant account.  
**Made by: M Schneider Supported by: K Boos**  
**Ayes: 4. Nay: 0 Abstain: 2**

**B. Events**

**Discussion:**

- A. Jeep & Bike Night: *Jeep night on 4th Tuesday, Adding a Cruise Night on 2nd Tuesday of each month*
- B. Outdoor Seating: *Review quotes, determined we'd like to see more details pictures before moving forward.*
- C. Toth Façade Grant Payment
- D. Tri-County Account
- E. Correspondence from Nash, Flanders & Associates: *Letter from our attorney regarding the Yard Services Inc invoice was discussed.*

**Old Business:**

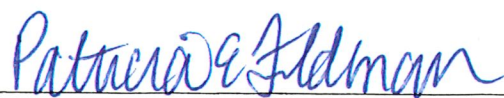
- A. Trash Cans
- B. Clock Painting

**Public Comments (Non Agenda items):** *None*

**Board Questions and Comments:** *None*

**Future Agenda Items:**

**Adjourn:** *A Roosa; 8:43 pm*



**Patricia Feldman, Secretary**

