

**Downtown Development Authority
Regular Meeting
May 8, 2008**

Present: Randy Clark, Gretchen Phillips, Vicki Serra, Joe Repanshek, Gary Fagin, and City Manager Rod Cook

Absent: Dawn Tenpenny, Don Beck and Barb Herzog

Also Present: Kristen Cunningham, Director of Community & Economic Development

Chairperson Clark called the meeting to order at 9:06 a.m.

The March 13, 2008 meeting minutes were presented

Motion to approve as presented

By Phillips, second by Serra

Motion carried unanimously

The May 8, 2008 agenda was presented- Cunningham noted that she would like to remove the maintenance contract discussion

Motion to approve as amended

Motion by Cook, second by Phillips

Motion carried unanimously

Citizen Comment- None

I. Old Business

1. Finance- No Report. Cunningham noted the Budget and that it would need to be approved as Council was readying to approve the City's budget. She also noted that all the projects that had been discussed had been included in the document. Clark noted that approximately \$10,000 of fund balance would be used. Phillips noted that if this Budget was approved it would be overspending. Cook noted that the practice was not unusual. Clark asked about the wall and if it would be constructed this fall or in the spring. Cunningham noted that either time would be in fiscal year 08-09.

Motion to approve the proposed DDA Budget Fiscal Year 2008-2009

Motion by Cook, second by Fagin

Motion carried unanimously

2. Business Attraction- No Report. Cook noted that the City was able to get the liquor license back from Don Waldenmayer and that he willingly gave it back. Cook noted that he had been talking to a prospective buyer for the Bistro, but the arrangements are taking a long time. Ward noted that the Lake St. Mercantile was featured by Better Homes and Gardens in one of their magazines as one of the top 10 quilt stores in the U.S. There was general discussion about businesses opening and closing in the downtown.
3. Design- Tim Kinga updated the Board about the second phase of the Streetscape. It appears that construction will begin in mid June.
4. Marketing- Ward noted that she had been able to secure Mitch Ryder and the Detroit Wheels for the August 23, Summer Sizzle in Downtown. She is talking to the Administration about a beer tent and road closures. She noted that the talent was going to cost \$6,000. She was before the Board to ask to sell Banners for the event as a fundraiser and to get some volunteer assistance and help with logistics. Cunningham and Jan Eldon volunteered, as did Phillips and Clark. Fagin asked about the police and who would be paying for that. Ward noted that she would be asking the City to donate that service. Discussion was held on Banners and how many would need to be bought for the event or if they were able to use the suns that the City currently has. Cunningham will check into the Banner situation and get back to Ward.

Motion to approve and subsequently support the Summer Sizzle and the sales of banners.

Motion by Phillips, second by Fagin

Motion carried unanimously

5. Maintenance- No Report.

II. New Business- None

III. Board Member Comments – Repanshek wanted to revisit the hanging flower basket issue and wondered why the Board was not moving forward with purchasing them and installing them. Clark noted that both the DDA Board and the Beautification Committee were interested in doing it right and neither felt comfortable moving forward with the project without knowing who/how watering was going to be done, etc. Repanshek reiterated that he thought it was a very good idea and that businesses could help maintain them. He also believes it provides an aesthetic interest to the downtown. Fagin asked why Cunningham had removed the Maintenance Contract from the agenda. She noted that she was only able to get 2 quotes and really needs 3. She will attempt to get another one and if anyone had contacts she would be happy to contact them for quotes. Fagin noted that he knew someone, as did Serra. Cunningham asked that Fagin and Serra give her the contact info and she would attempt to get more bids. Phillips was concerned that this puts the Board back in the same position as years past with out anyone to specifically care for the downtown. Cunningham also noted that it appeared that the City would have the prison crew back. Phillips was not satisfied with that solution. Cunningham will continue to look for an additional quote and will call a special meeting when she is in receipt of the quote.

IV. Adjournment

Motion to adjourn

Motion by Serra, second by Fagin

Motion carried unanimously

9:50 a.m.

Respectfully Submitted:

Randy Clark, Chair

Kristen Cunningham, Recording Secretary