

REGULAR MEETING OF THE WEST BRANCH DOWNTOWN DEVELOPMENT AUTHORITY  
HELD IN THE COUNCIL CHAMBERS OF WEST BRANCH CITY HALL, 121 N. FOURTH  
STREET, TUESDAY, AUGUST 27, 2019.

Chairperson Samantha Fabbri called the meeting to order at 12:00 pm.

Present: Members Joanne Bennett, Joe Clark, Mike Cozad, Samantha Fabbri, Autum Hunter, Sandy Rabidue (arrived at 12:02 pm), Erin Resteiner, Ken Walters, and Cathy Zimmerman.

Absent: Members: None

Others present: Manager Frank Goodroe, Clerk/Treasurer John Dantzer.

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**MOTION BY ZIMMERMAN, SECOND BY RESTEINER, TO APPROVE THE MINUTES FROM THE MEETINGS HELD JULY 23, 2019.**

**Yes – Bennett, Clark, Cozad, Fabbri, Hunter, Resteiner, Walters, Zimmerman**

**No – None                      Absent – Rabidue                      Motion carried.**

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**MOTION BY ZIMMERMAN, SECOND BY CLARK, TO APPROVE BILLS IN THE AMOUNT OF \$548.51 AND TO HOLD OFF ON THE PAYMENT OF INVOICE 190000638 FOR FURTHER REVIEW BY THE CITY MANAGER.**

**Yes – Bennett, Clark, Cozad, Fabbri, Hunter, Rabidue, Resteiner, Zimmerman**

**No –Walters                      Absent – None                      Motion carried.**

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Chairperson Fabbri updated the Board on the possible use of tablets provided by the City; with the assistance of Manager Goodroe, provided an update on the Census and the importance of responding; reminding the Board on a upcoming ribbon cutting ceremony for the rain garden; provided an update on the Mayor’s exchange; provided an update on the recent “Creating Vibrant Communities” conference that she attended including crowd funding opportunities; provided an update on the video conferencing grant that the City was awarded; discussed the upcoming Downtown Association conference, discussed the possibility of having a downtown cleanup day; and provided an update on the purchase of banners.

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**MOTION BY RABIDUE, SECOND BY FABBRI, TO PROVIDE \$300 FOR THE MAYOR EXCHANGE PROGRAM FOR THE SERVICE IT PROVIDES TO THE DOWNTOWN.**

**Yes – Bennett, Clark, Cozad, Fabbri, Hunter, Rabidue, Resteiner, Walters, Zimmerman**

**No – None                      Absent – None                      Motion carried.**

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**MOTION BY ZIMMERMAN, SECOND BY BENNETT, TO APPROVE AND PAY FOR THE ATTENDANCE OF CHAIRPERSON FABBRI, AND MEMBERS RESTEINER AND RABIDUE AT THE DOWNTOWN ASSOCIATION CONFERENCE.**

**Yes – Bennett, Clark, Cozad, Fabbri, Hunter, Rabidue, Resteiner, Walters, Zimmerman**

**No – None                      Absent – None                      Motion carried.**

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It was the consensus of the Board to schedule the City clean up on September 28 from 8:00-11:00 am

It was the consensus of the Board to order two different designs for the City banners and Member Resteiner volunteered to work on the new banner design.

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Chairperson Fabbri went over the results from the recent City walk through including the Fourth St parking lot entrance, downtown trash cans, tree grates, repair/replacement of downtown benches, sign at the Riverwalk, downtown flowers and planters, painting of light poles, trees, incentives for building beautification, and adding sitting areas in the pocket park to encourage people to stay in that area longer.

**MOTION BY RABIDUE, SECOND BY ZIMMERMAN, TO APPROVE THE PURCHASE OF 6 GARBAGE CANS NOT TO EXCEED \$4,000.00.**

**Yes – Bennett, Clark, Cozad, Fabbri, Hunter, Rabidue, Resteiner, Walters, Zimmerman**

**No – None                      Absent – None                      Motion carried.**

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Member Bennett noted how nice the newly paved parking lots and roads were.

Member Rabidue spoke on downtown facade programs and that the Standish DDA is having an upcoming meeting on this issue.

Manager Goodroe updated the Board on the recent City purchase of 7 acres near the Industrial Park, recent MDOT meetings, an employee assistance program, and presented information on economic development tools.

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Member Zimmerman left at 1:00 pm

The Board discussed several options for a gathering space for the vacant area where the old laundromat was removed including the option of an open or closed gazebo, firepit, area for mobile stage, possible area for Farmers Market, blending any structure with the surrounding buildings, and fencing.

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Chairperson Fabbri adjourned the meeting at 1:20 pm.