

REGULAR MEETING OF THE WEST BRANCH DOWNTOWN DEVELOPMENT AUTHORITY
HELD IN THE COUNCIL CHAMBERS OF CITY HALL, 121 NORTH FOURTH STREET,
TUESDAY, SEPTEMBER 25, 2018.

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

Present: Samantha Fabbri, Autum Hunter, Denise Lawrence, Joe Clark, Joanne Bennett
(12:01pm)

Absent: Sandy Rabidue

Others present: John Dantzer, Michelle Frechette, Tom Kish

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**MOTION BY FABBRI, SECOND BY HUNTER, TO EXCUSE MEMBER RABIDUE
FROM THE MEETING.**

Yes – Clark, Fabbri, Hunter, Lawrence

No – None Absent – Bennett (late), Rabidue Motion carried

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**MOTION BY CLARK, SECOND BY HUNTER, TO APPROVE THE MINUTES FROM
THE MEETING HELD AUGUST 28, 2018.**

Yes – Clark, Fabbri, Hunter, Lawrence, Bennett

No – None Absent – Rabidue Motion carried

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Discussion on DDA bills and bill process. Possibility to do a maintenance contract between the DDA and the City as recommended by John I to include standard winter maintenance. Will try to get a sample.

Discussion on the stair project. Cement work is complete. Handrails are not.

**MOTION BY CLARK, SECOND BY HUNTER, TO PAY REMAINDER OF THE
CEMENT BILL IN THE AMOUNT OF \$535.00.**

Yes – Clark, Fabbri, Hunter, Bennett

No – Lawrence Absent – Rabidue Motion carried

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Chair Fabbri gave the chairperson report. Discussion on getting Jennifer from the MML to come and meet with John. Won't be until mid-October.

Discussion on the passing of the bylaws.

Discussion on the DDA binders, to include bylaws, DDA plan, MAP, etc., that will be put together for members.

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Member Hunter – the new lights downtown really look different.

Member Clark – discussion on a survey that Heather sent out. We would like to see the results of the survey. Discussion on showmobile – possibly selling to the fair. Check who paid and how much. Need to set a price. We bought from Lansing and had to put tires, paint and new battery in. Discussion on weeds in the alley on N 3rd between Hodges and the Abstract building. Discussion on the flowerbeds downtown being planted by the property owners/tenants – some have been taken care of, some not. For next year we need to reach out and make the responsibility know and see if they want to plant/take care of. If not, the DDA may do something. Discussion on maybe planting in the Pocket Park as well.

Member Bennett - discussion on possibly mailing or hand delivering a letter to inform owners/tenants of plantings, upkeep, snow shoveling/plowing, etc. Discussion on the MML Conference, good session that Traverse City did a parking study.

John Dantzer – start the DDA Plan – invite Jennifer and John I. Discussion on John I offering to do a “joint” plan with all townships.

Member Lawrence – discussion on attending a joint DDA meeting and there are still no wayfinding signs, asked why aren't you asking them where they are? Discussion that people have told her that they do not want the round planters in their yards. Notified the Board that this is her last meeting – she will be sending a stand in.

Members Hunter and Clark – We did ask about the signs at the spring joint DDA meeting and we can reach out to owners and talk to them about the round planters.

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Discussion on the Planning minutes and the topic for tonight's meeting is the future Zoning map.

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Discussion on the old Development Plan to also be placed in the binders.

Discussion on Destination Development Association renewal. It was a valuable series. With Project Rising Tide going on right now, let's put this on hold for now and revisit once PRT is completed.

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Discussion on the amount spent on parking lots/sidewalks last year. Used four random dates and roughly 33% of labor and 21% of equipment was used for parking lots & sidewalks.

With those figures: \$6,150 can be removed from Wages and Expenses and \$3,000 can be removed from Admin Fees. These amounts, \$9,150, can be put into Contractual Services.

Still should do a snow policy – wait and see what Heather's survey results are and how many were sent out.

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Tom Kish inquired if the Board is looking for new members.

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Chair Fabbri adjourned the meeting at 1:09 pm.