

**DOWNTOWN DEVELOPMENT AUTHORITY
REGULAR MEETING
APRIL 24, 2018
121 N. 4TH ST., WEST BRANCH, MI 48661**

The Downtown Development Authority meeting was opened by member Joe Clark at 12:08 pm.

ROLL CALL:

Present - Autumn Hunter, Joe Clark, Samantha Fabbri, Sandy Rabidue, Mayor Lawrence, Joanne Bennett.

Absent - Tracy Williams, Jayson Stroebel, Dora Zapczynski, Rusty Showalter.

Others Present - John Dantzer, Clerk/Treasurer, Kelli Collins, GPSCR Coordinator.

Motion by Rabidue to excuse Showalter and Williams absences. Second by Fabbri.

Yes - Autumn Hunter, Joe Clark, Samantha Fabbri, Sandy Rabidue, Mayor Lawrence, Joanne Bennett.

No - None.

Absent - Tracy Williams, Jayson Stroebel, Dora Zapczynski, Rusty Showalter.

Motion carried.

ADDITIONS TO AGENDA:

Emil Rousseau from the West Branch Township DDA was present to inform and hand out literature for a proposed ORV Trailhead Opportunity. The proposed plan would create an ORV Trailhead at the 212 and 215 exits along with a parking lot for ORV's in the downtown area. This will enhance and make the city accessible for ORV enthusiasts. Mr. Rousseau explained the shift from snowmobiles to ORV's (side-by-sides, quads, etc.) due to decreased snowfall in the area. Members questioned what trailheads are and the purpose. They intend to use our Rising Tide accreditation to influence the grant holders for this development. Due to increased use of these ORV's they have recognized the need for a trail system that connects to services and will impact our restaurants, gas stations and retail shops. To date, Forward Corporation has donated 2.5 acres, OHSC will maintain and groom the trails, Consumers Power has established interest and support, WB DDA has approved funds to gather information for a feasibility grant, and Ogemaw DDA has shown interest and potential support. DDA members asked questions and discussed the impact this could potentially have for our city.

Motion by Fabbri to support the ORV Trailhead Opportunity. Second by Rabidue.

Yes - Autumn Hunter, Joe Clark, Samantha Fabbri, Sandy Rabidue, Mayor Lawrence, Joanne Bennett.

No - None.

Absent - Tracy Williams, Jayson Stroebel, Dora Zapczynski, Rusty Showalter.

Motion carried.

MINUTES:

Minutes of the March 27, 2018 meeting were reviewed.

Motion by Fabbri to approve the minutes as presented. Second by Hunter.

Yes - Autumn Hunter, Joe Clark, Samantha Fabbri, Sandy Rabidue, Mayor Lawrence, Joanne Bennett.

No - None.

Absent - Tracy Williams, Jayson Stroebel, Dora Zapczynski, Rusty Showalter.

Motion carried.

BILLS:

Bills were presented in the amount of \$542.20 with the addition of WBARMA for the amount of \$7500. Fabbri questioned invoice from Wal-Mart for the amount of \$68.09. Members discussed they were not aware of the reason these binders were purchased. Members expressed the board should be approving expenditures before they are purchased. Fabbri also questioned the bill for attorney fees. Members again expressed they should be approving these services before paying them. Members also questioned the necessity of the numerous charges for attorney services they were not aware of. Fabbri inquired if any board member was aware of a charge on the financial sheet for SBAM Plan in the amount of \$136.86 (2 of these charges)? Clark questioned if attorney charges are on a retainer or each occurrence/email/etc? Mayor Lawrence stated the City no longer retains an attorney as this was not cost effective. Lawrence explained any legal questions go directly to the City attorney. Dantzer stated he cannot explain why attorney services were billed without discussion, but moving forward, if there are expected charges the board may request to be notified first. Lawrence stated she would like the City to back away from the DDA and let the board proceed on their own. Dantzer stated he will be the DDA Administrator moving forward and this may help alleviate confusion of expenditures and questions.

Motion by Fabbri to approve the bills as presented. Second by Bennett.

Yes - Autumn Hunter, Joe Clark, Samantha Fabbri, Sandy Rabidue, Mayor Lawrence, Joanne Bennett.

No - None.

Absent - Tracy Williams, Jayson Stroebel, Dora Zapczynski, Rusty Showalter.

Motion carried.

Motion by Clark the board is notified before expenses are incurred and advised of any expected charges. Second by Hunter.

Yes - Autumn Hunter, Joe Clark, Samantha Fabbri, Sandy Rabidue, Mayor Lawrence, Joanne Bennett.

No - None.

Absent - Tracy Williams, Jayson Stroebel, Dora Zapczynski, Rusty Showalter.

Motion carried.

Motion by Hunter to approve the additional bill of \$7500 already budgeted for this fiscal year to the WBARMA. Second by Bennett.

Yes - Autumn Hunter, Joe Clark, Samantha Fabbri, Sandy Rabidue, Mayor Lawrence, Joanne Bennett.

No - None.

Absent - Tracy Williams, Jayson Stroebel, Dora Zapczynski, Rusty Showalter.

Motion carried.

BIDS: None.

REPORTS AND/OR COMMENTS:

Chairman Report - Letter of resignation dated 4/5/18 received from Jayson Stroebel.

Motion by Fabbri to accept resignation from Jayson Stroebel. Second by Rabidue.

Yes - Autumn Hunter, Joe Clark, Samantha Fabbri, Sandy Rabidue, Mayor Lawrence, Joanne Bennett.

No - None.

Absent - Tracy Williams, Jayson Stroebel, Dora Zapczynski, Rusty Showalter.

Motion carried.

Discussion was held on selecting a new Chairperson and duties of the Chair.

Motion by Clark to appoint Fabbri as Acting Chairperson for the DDA Board for a period of 60 days until a permanent one can be appointed. Second by Rabidue.

Yes - Autumn Hunter, Joe Clark, Samantha Fabbri, Sandy Rabidue, Mayor Lawrence, Joanne Bennett.

No - None.

Absent - Tracy Williams, Jayson Stroebel, Dora Zapczynski, Rusty Showalter.

Motion carried.

Member Report -

Open positions on the board were discussed. Members requested they would like to see and review any applications prior to their appointment by Council. Clark raised concern applicants are appointed without participation and opinion of the existing board members. Lawrence again asked the board if they would like to be a stand -alone board? Members stated they would need to research this further before consideration of making that change. Collins stated applications for interested people to be on the board would be in their packets if they were available before a meeting. Members expressed the need for transparency and working out feelings of dissention between the board and City.

Snow removal from parking lots and sidewalks was discussed. Dantzer stated he could compile figures which break down parking lots vs. sidewalks for snow removal in the downtown district.

NEW BUSINESS:

Proposed Budget was reviewed and discussed. Members questioned increase of \$3000 for Administrative Services. Members agreed the need to approve the budget and would amend it later as needed.

Motion by Clark to approve the budget as presented. Second by Bennett.

Yes - Autumn Hunter, Joe Clark, Sandy Rabidue, Mayor Lawrence, Joanne Bennett.

No - Samantha Fabbri.

Absent - Tracy Williams, Jayson Stroebel, Dora Zapczynski, Rusty Showalter.

Motion carried.

Fabbri informed the information received on instructions to prepare the budget was not correct. Fabbri stated the Fabulous Friday's Group did not disband. They continue to meet and at no time have stopped meeting. Fabbri stated the \$7500 is not for Fabulous Friday's but the Retail Merchants for promoting downtown. Lawrence stated the Recreation Committee is holding their events in Irons Park due to that location being the only one with 220 electrical services.

OLD BUSINESS:

Girl Scouts - Collins inquired if any members read the email on the Girl Scouts not assisting with flower planting this year along Houghton Avenue due to safety concerns for the children. They will be planting flowers at the Tolfree Wellness Park instead.

PUBLIC COMMENT - None.

ADJOURNMENT -

Clark adjourned the meeting at 1:36 pm.

Respectfully Submitted,

Kelli Collins
GPSCR Coordinator