

**REGULAR MEETING OF THE DOWNTOWN DEVELOPMENT AUTHORITY, JOINT WITH SPICER GROUP AND DAN LEONARD, MEDC, WAS HELD IN THE COUNCIL CHAMBERS OF CITY HALL, 121 N. FOURTH ST, TUESDAY, AUGUST 30, 2016.**

- I. Chairman Showalter called the meeting to order at 12:06 pm.
  
- II. **Present:** Sandy Rabidue, Mark Wait, Joseph Clark, Mayer Ehinger, Joanne Bennett, Rusty Showalter.  
**Absent:** Autumn Hunter, Samantha Fabbri, Teresa Henry.  
**Others Present:** Ogemaw EDC Director, Mandi Chasey, GPSCR Coordinator, Kelli Collins, The Highway Brewing Co., Ethan Resteiner, Housing Consulting Services, Lee Ann Fischer, Spicer Group, David Boersma, Crecine Agency, Bill Wilkins, Abigails, Jane Schwartz, Crafts Emporium 205 Fitness, Gene and Dora Zapczynski, Loggers Depot, Jayson Stroebel/Ken and Laurie Earle, MEDC, Dan Leonard, City Manager, Heather Grace.
  
- III. **Additions to agenda** - none.
  
- IV. **MOTION BY SANDY RABIDUE, SECOND BY JOANNE BENNETT, TO ACCEPT THE MINUTES FROM THE DDA MEETING HELD JULY 26, 2016.**  
**Yes - Rabidue, Wait, Clark, Ehinger, Bennett, Showalter.**  
**No - None.**  
**Absent - Hunter, Fabbri, Henry.**  
**Motion Carried.**
  
- V. **MOTION BY RABIDUE, SECOND BY CLARK, TO PAY THE BILLS IN THE AMOUNT OF \$106.01 - LOGGERS DEPOT AND \$3,920.40 - SPICER GROUP.**  
**Yes - Rabidue, Wait, Clark, Ehinger, Bennett, Showalter.**  
**No - None.**  
**Absent - Hunter, Fabbri, Henry.**  
**Motion Carried.**
  
- VI. **Bids** - None.
  
- VII. **Reports and/or Comments** -  
Letter dated August 4, 2016 received from Teresa Henry to inform the DDA Board of her resignation from the board due to relocation. Notice effective immediately. City Manager Grace will post on the City Website a vacancy for DDA Board.  
**MOTION BY SHOWALTER, SECOND BY WAIT, TO ACCEPT TERESA HENRY'S RESIGNATION WITH REGRET.**  
**Yes - Rabidue, Wait, Clark, Ehinger, Bennett, Showalter.**  
**No - None.**  
**Absent - Hunter, Fabbri, Henry.**  
**Motion Carried.**

Chairman Showalter advised Yvonne Deroso from Ogemaw Township requested a joint meeting between the West Branch DDA, Ogemaw Township and West Branch Township. It was discussed last year to have an annual joint meeting to discuss important issues. Two

items on the agenda are the Way finding and the Loop Group. They would like some representation from the DDA. The meeting is scheduled for September 22, 2016 at 7 pm. and is informational only.

**Members Reports** - None.

**City Manager Report** - None.

**VIII. New Business** - None.

**IX. Old Business**

**Facade Update** - Spicer Group, David Boersma, stated he has heard back from Loggers and Dennis Rau. He asked for comments on any of the designs. Dan Leonard, MEDC, stated he had questions on all. He suggested doing it one-on-one but all agreed they would be comfortable discussing it now. He suggested they discuss funding and each businesses grant match individually. Leonard stated he could review each of the plans now for things he has noted. He also expressed he must have a Historic Reference of what each business looked like. All designs have to go to the State Historic Preservation.

**Abigail's** - Expressed that he very much likes the design. He questioned if the building was siding or cement - Spicers confirmed it was cement. Windows were discussed. The fence was questioned. They would like it removed but it is not owned by the property owner. Asked if they could work with property owners of fence to remove it. He suggested to reach out to them and show them the improvements and they may be willing to work with her to remove it.

**Office Central** - Rabidue expressed she would like to see something incorporated with the Office Central signage that includes "The Teachers Store". Concerns over large windows (glass) due to heat loss in winter. Lot lines and property lines were discussed. Leonard stated he really likes the large windows. Leonard states design wise he likes what Spicers did. He would like to see more landscaping/streetscaping to soften the area....even a coffee shop/outdoor seating. He would like to see something on the corners tying everything together. Benches and flower boxes below the windows were suggested. Truck routes and traffic on this street were discussed. Grace stated they are currently looking at the current routes and possible restructuring of these.

**205 Fitness/Crafts Emporium** - Leonard stressed the importance of seeing a historical reference to this building. Zapczynski stated it used to be a gas station and auto sales room. She states there a lot of pictures at the Historical Society. Leonard stated he likes the changes and thinks it looks great. He would like to see 8 of the boarded up windows on the side of the building put back in as windows. Dora expressed concern over the amount of money it would cost to redo the interior of the building. Dan explained what MEDC pays for in the 50% match and what the business would be required to pay as their match. He states the mural and signage are awesome. Dan stated in order to fund these projects they need to be transformational.

**Crecine Building** - Leonard states this pretty much is staying the same. A unique building with little changes. More of a stabilization effort. Concerns were of the building next door. To date the owner has not made contact with the architect - has only submitted his \$2000 non-refundable deposit. The City has held off on blight enforcement because he was actively pursuing the facade program. Dan stated it is unfortunate about the Laundromat and he does not know what we can do about it. He would like to see the corner "softened" up.

**Highway Brewery** - Leonard stated he likes the design and the balcony. Feels this is the representation we are trying to get. Signage is great. The garage door is a functioning door which will open. Leonard suggested to run this through SHPO the way it is and see what they say.

**Loggers** - Leonard stated he thinks it looks great. All the windows on upstairs are already there and in great shape. Discussed any issues with the walls on the east side of building next to Pocket Park. Questions on who actually owns the wall - possibly owned by two parties. It was felt very important this side of wall was also done along with the front of Loggers. A survey would be required to determine the property line of who owns the wall. Leonard states he really supports this design as is.

**Schmitt Tire** - Leonard states it looks like we are trying to put a new roof on the building and stabilize it. This building also needs some streetscaping to soften it up and tie it into the rest of town. Leonard states he will have to get with SHPO as far as the design because he is unsure. Lights over each door on the west end and flowers in the existing boxes were discussed.

Leonard states timing is the next step. All final adjustments by the architect need to be done and approved. Historical photos on all buildings need to be submitted. Rob will do the preliminary review. Once we have his comments/changes we can take them to the board for review. Leonard feels everyone seems to be in the 50/50% match situation. Funding is looking good. Leonard encouraged the DDA or City to discuss the curb improvements talked about. Leonard stated we have a 3rd Party Administrator for funds for the project. When he gets a full package submitted he will let everyone know in about 1 week. He would need a letter of intent and working with our local representative to work through red tape and paperwork. Construction will probably take place next building (2017) season. Leonard stated he will let everyone know when they can begin spending money - he will show up with a giant check to present!

**X. Public Comment** - None

**XI. Adjournment**

Chairman Showalter adjourned the meeting at 1:47pm.

Respectfully Submitted,

Kelli Collins  
G.P.S.C.R.