

**REGULAR MEETING OF THE DOWNTOWN DEVELOPMENT AUTHORITY, WAS HELD IN THE WEST BRANCH CITY POLICE CONFERENCE ROOM, 130 PAGE STREET, WEST BRANCH, TUESDAY, SEPTEMBER 27, 2016.**

- I. Chairman Showalter called the meeting to order at 12:06pm.
- II. Present: Autumn Hunter, Joanne Bennett, Samantha Fabbri, Rusty Showalter.  
Absent: Sandy Rabidue, Mark Wait, Joseph Clark, Mayer Ehinger.  
Others Present: Ogemaw EDC Director, Mandi Chasey, GPSCR Coordinator, Kelli Collins.
- III. **Additions to agenda** - none.
- IV. **MOTION BY RUSTY SHOWALTER, SECOND BY SAMANTHA FABBRI, TO ACCEPT THE MINUTES FROM THE DDA MEETING HELD AUGUST 30, 2016.**  
**Yes - Autumn Hunter, Joanne Bennett, Samantha Fabbri, Rusty Showalter.**  
**No - None.**  
**Absent - Sandy Rabidue, Mark Wait, Joseph Clark, Mayer Ehinger.**  
**Motion Carried.**
- V. **MOTION BY FABBRI, SECOND BY HUNTER, TO PAY THE BILLS IN THE AMOUNT OF \$29.40 - RITTERS PIZZA.**  
**Yes - Autumn Hunter, Joanne Bennett, Samantha Fabbri, Rusty Showalter.**  
**No- None.**  
**Absent - Sandy Rabidue, Mark Wait, Joseph Clark, Mayer Ehinger.**  
**Motion carried.**
- VI. **Bids** - None.
- VII. **Reports and/or Comments -**  
Showalter advised the DDA is doing very well financially. The current balance sheet shows a fund balance (including liabilities) in the amount of \$130,593.00. Liabilities are \$12,638.00 and available funds are approximately \$117,000.00. Changes over the last year have benefited the DDA in building the fund balance to a comfortable amount. Showalter advised they were very conservative when preparing the budget for this fiscal year. To date this year the DDA has taken in a substantial amount more than they budgeted. Showalter commended the DDA members for the positive changes financially.

**Chairman Report -**

Showalter advised Mark Wait has not asked to be removed or resigning....but due to Mercantile Bank restructuring...the DDA meetings are the same date and time as the management meetings for the bank. This poses a conflict in scheduling and he will stay on the board as a name but would recommend replacing his seat. With Theresa Henry resigning it was noted to reach out to people for replacement. Showalter stated possibly Ethan Resteiner and/or Ken Earle's son may be interested. The only requirements for being on the board are residing or own/manage a business in the downtown district. It was noted the importance of filling all seats to ensure the required number of members are present at meetings to meet a quorum.

Showalter stated the DDA does not have Bylaws....the group was created as a committee of the City of West Branch. It was discussed and recommended having Bylaws for the DDA .

Showalter updated everyone on the Joint DDA meeting held 9/22/16 with Ogemaw and West Branch Townships. A representative from MEDC was present and the meeting was primarily discussion. Brownsfield Funding was discussed briefly due to the potential Meijer store building in Ogemaw Township and an adjacent contaminated property they would like removed. Discussion was held on all of the DDA's and what project was important to them. Wayfinding signs were discussed on following the design throughout the townships and city. Joint DDA's have agreed to meet twice a year. Correlations of the park systems were discussed. This may enable everyone to secure grant funding in the future with joint DDA's to connect our trail systems . Showalter stated since there were no official minutes of the Joint meeting, Kelli will be transcribing notes/summary via a recording of the meeting.

#### **MML Convention-**

Showalter attended the MML Convention at Mackinac Island. He stated the MML has a huge interest in keeping downtown vibrant for economic growth. It was suggested that the DDA budget for 2 members to attend this convention each year. As a board member Showalter stated he will be attending each year. Due to the large amount of sessions geared at DDA's it would be beneficial for 2 other members to attend. DDA money would pay for lodging, food, registration and transportation. Showalter distributed pamphlets from the meeting on Community Development and Place Matters.

#### **Members Report-**

Chasey reported Ethan Resteiner has requested an interest in acquiring a liquor license for his Micro Brewery business. He already has a beer license. She has been working with him to find which ones are for sale? Chasey advised she applied for a grant for 25 hot spots and 25 laptops for businesses struggling with internet service. Showalter noted we need to assist our business owners in any way possible to stay here and succeed. Showalter suggested a couple of DDA members attend the next IDC meeting.

**City Manager Report** - None.

#### **VIII. New Business-**

Showalter informed that Nancy Griffin contacted him in regards to the volunteers who take care of the flowers at the Bell Tower. She expressed her concern that the DDA has never reached out to thank them and show appreciation. An appreciation luncheon at the City Police Department was suggested. Also, Showalter showed the "Smiley Helpers T-Shirts" the City has purchased for any volunteer working 16 hours. They would like a luncheon the end of October and there would be 30-50 people. Nancy will get back with Rusty on an exact date. Showalter suggested the DDA give a T-Shirt to the volunteers for the Bell Tower. He thought the cost was \$5 each, however Kelli advised they are anywhere from \$8-\$10 each. Rusty said he will take orders at the luncheon for correct sizes.

**MOTION BY FABBRI, SECOND BY HUNTER, TO PURCHASE SMILEY HELPERS T-SHIRTS AND FOOD ITEMS FOR THE APPRECIATION LUNCHEON FOR VOLUNTEERS AT THE BELL TOWER.**

**Yes - Autumn Hunter, Joanne Bennett, Samantha Fabbri, Rusty Showalter.**

**No - None.**

**Absent - Sandy Rabidue, Mark Wait, Joseph Clark, Mayer Ehinger.**

**Motion Carried.**

**Holiday Christmas Lights-**

Showalter advised we need more lights for downtown. Discussion was held on making all lights white or keeping the corners in color. Sets of 100 are \$26 each.

**MOTION BY FABBRI, SECOND BY HUNTER, TO MAKE ALL LIGHTS IN DOWNTOWN TREES WHITE.**

**Yes - Autumn Hunter, Joanne Bennett, Samantha Fabbri, Rusty Showalter.**

**No - None.**

**Absent - Sandy Rabidue, Mark Wait, Joseph Clark, Mayer Ehinger.**

**Motion Carried.**

**MOTION BY HUNTER, SECOND BY FABBRI TO PURCHASE 24 STRANDS OF 100 WHITE LIGHTS.**

**Yes - Autumn Hunter, Joanne Bennett, Samantha Fabbri, Rusty Showalter.**

**No - None.**

**Absent - Sandy Rabidue, Mark Wait, Joseph Clark, Mayer Ehinger.**

**Motion Carried.**

**IX. Old Business**

**Facade Update** - Showalter advised he has been working with Rabidue on her Facade Rendering as she disliked the one drawn by Spicer's. Showalter presented a rendering he did for Rabidue which she has approved. This rendering has been forwarded to Spicer's and they used that rendering to submit a new one. Discussion was held on Spicer's not being receptive to the wants and needs of the businesses. They had stated they would go above and beyond to make the business owner happy and this has not happened. Next step is to set up individual meetings between the business owner, Dan Leonard and the architect to finalize things. We are hoping to start construction the spring of 2017.

**Pocket Park Sign-**

Showalter discussed the bronze sign we would like displayed at the Pocket Park. The information has been prepared for 2 different bids. Showalter questioned how the board felt about names on the plaques. Discussion was held on including the names of those board members at the time of the ribbon cutting or include the names of the present board also. The sign will be held on the bathroom side of the pillars that hold up the roof.

**X. Public Comment - None.**

**XI. Adjournment**

Chairman Showalter adjourned the meeting at 1:05pm.

Respectfully Submitted,  
Kelli Collins  
G.P.S.C.R. Coordinator