

**Downtown Development Authority
Regular Meeting
January 24, 2017
121 N. Fourth St, West Branch MI**

- I. Chairman Showalter called the meeting to order at 12:04pm.
- II. **Present:** Joseph Clark, Autumn Hunter, Dora Zapczynski, Sandy Rabidue, Rusty Showalter, Joanne Bennett, Jason Stroebel.
Absent: Mayor Lawrence, Samantha Fabbri.
Others Present: Chief Ken Walters, West Branch City Police, Heather Grace, West Branch City Manager, Kelli Collins, GPSCR Coordinator.
- III. **Additions to Agenda -**
Showalter welcomed new members to the DDA Committee: Dora Zapczynski and Jason Stroebel.
Showalter stated he is still working on a bid for the plaque. Also researching having a contractor decorate the Downtown Area opposed to DDA purchasing decorations.
Pocket Park fencing is still being considered and waiting for information and pricing on that.
The trees in the tree planters on the West side of town may be replaced.
Facade Grant- Showalter stated they are working on compiling an update letter for participants of the Facade program to advise where we are in the approval of the project. At this time we have not heard from SHPO. It was suggested to reach out to Dan Leonard again to see if he has any updates. Manager Grace states she has not heard back from Dan. Concerns were raised from participants that they would appreciate a "time frame" so they will have enough time to complete their projects....and if not approved....they need to move forth with doing the improvements themselves. Contacting Mandi Chasey from EDC was suggested as she seems to have more success in updates from Dan Leonard. Showalter stated he will prepare a letter to go out to participants.
- IV. **Minutes -**
Minutes from both October and December 2016 meetings were reviewed and presented.
Motion by Rabidue to approve the minutes from October and December 2016 with a correction of spelling to Mayor. Second by Autumn Hunter.
Yes - Joseph Clark, Autumn Hunter, Dora Zapczynski, Sandy Rabidue, Rusty Showalter, Joanne Bennett, Jason Stroebel.
No - None.
Absent - Mayor Lawrence, Samantha Fabbri.
Motion voted and carried.
- V. **Bills -**
Showalter presented bills from Spicer Group (final payment) \$600 and G's \$32.50. **Motion by Bennett to pay all bills as presented in the amount of \$632.50. Second by Clark.**
Yes - Joseph Clark, Autumn Hunter, Dora Zapczynski, Sandy Rabidue, Rusty Showalter, Joanne Bennett, Jason Stroebel.
No - None.
Absent - Mayor Lawrence, Samantha Fabbri.
Motion voted and carried.

VI. Bids - none.

VII. Reports and/or Comments -

Showalter advised he has no other reports other than those mentioned in additions to agenda. All committee members were asked to complete and update their contact information and email address for City Hall.

Zapczynski questioned the reasoning for putting up a fence at the pocket park? Showalter explained the bathrooms are locked each night and reopened in the morning. This would make it easier for securing the bathrooms. Also the sidewalk is not maintained during the winter and this would avoid liability. Stroebel advised the sidewalk in front of the Pocket Park is also not being maintained and has been very slippery. Grace stated she will inform DPW. Flags were discussed again. The number of flags and length of time they are displayed was talked about. Suggestion for preventing UV fading was made by Chief Walters. All agreed the flags are popular and the community has responded very positively to them being displayed throughout the season.

City Manager -

Grace updated everyone on the Joint DDA meeting which was held at Ogemaw Township on January 19, 2017. She reported a very good attendance. The main topic was creating a Joint Recreation Committee which would consist of 1 DDA member from each municipality and 1 alternate DDA member. Discussion was held on the objective and goals of this joint committee. These Joint meetings will be held quarterly. By forming this joint committee it is anticipated to generate more points for municipalities applying for grants and possibly increase their chances of being awarded the grant. The Way-finding Sign project was also discussed and how the municipalities working together has helped create matching/coordinating signage as far as design and color scheme.

Motion by Showalter to have the West Branch DDA participate in the Joint Recreation Committee with Ogemaw and West Branch Townships. Second by Jason Stroebel.

Yes - Joseph Clark, Autumn Hunter, Dora Zapczynski, Sandy Rabidue, Rusty Showalter, Joanne Bennett, Jason Stroebel.

No - None.

Absent - Mayor Lawrence, Samantha Fabbri.

Motion voted and carried.

Discussion was held on appointing/nominating 1 DDA member and 1 alternate member to be on the Joint Recreation Committee.

Motion by Clark to nominate Stroebel to be a member of the Joint Recreation Committee representing the West Branch DDA. Second by Rabidue.

Yes - Joseph Clark, Autumn Hunter, Dora Zapczynski, Sandy Rabidue, Rusty Showalter, Joanne Bennett, Jason Stroebel.

No - None.

Absent - Mayor Lawrence, Samantha Fabbri.

Motion voted and carried.

Motion by Clark to appoint Fabbri as alternate member of the Joint Recreation Committee. Second by Showalter.

Yes - Joseph Clark, Autumn Hunter, Dora Zapczynski, Sandy Rabidue, Rusty Showalter, Joanne Bennett, Jason Stroebel.

No - None.

Absent - Mayor Lawrence, Samantha Fabbri.

Motion voted and carried.

VII. New Business -

Showalter discussed the documentation received from West Branch Greenhouse for the 2017 Spring Planting Program. All agreed they liked the plant variety from the first year.

All reviewed the planting suggestions by the Greenhouse along with pricing.

Motion by Clark to duplicate flower planting for spring of 2017 with that of the first year at current pricing.

Second by Bennett.

Yes - Joseph Clark, Autumn Hunter, Dora Zapczynski, Sandy Rabidue, Rusty Showalter, Joanne Bennett, Jason Stroebel.

No - None.

Absent - Mayor Lawrence, Samantha Fabbri.

Motion voted and carried.

Showalter stated the Girl Scouts have stated they would like to do the plantings each year.

Discussion was made regarding purchasing Smiley Helper T-Shirts for the Girl Scouts to wear while planting.

Motion by Showalter to have West Branch DDA cover half the cost of Smiley Helper T-shirts for the Girl Scouts to wear while planting.

Second by Hunter.

Yes - Joseph Clark, Autumn Hunter, Dora Zapczynski, Sandy Rabidue, Rusty Showalter, Joanne Bennett, Jason Stroebel.

No - None.

Absent - Mayor Lawrence, Samantha Fabbri.

Motion voted and carried.

IX. Old Business - None.

X. Adjournment -

Chairman Showalter adjourned the meeting at 1:03 pm.

Respectfully Submitted,

Kelli Collins

GPSCR Coordinator