

REGULAR MEETING OF THE WEST BRANCH DOWNTOWN DEVELOPMENT AUTHORITY
HELD AT WEST BRANCH CITY HALL, 121 N. FOURTH ST. WEST BRANCH, MI ON TUESDAY,
NOVEMBER 28, 2023.

The meeting was called to order by Chairperson Samantha Fabbri at 12:02 pm.

Present: Joanne Bennett, Samantha Fabbri, Autum Hunter, Sandy Rabidue, and Cathy Zimmerman.

Absent: Alan Bruder, Joe Clark, Erin Resteiner, and Ken Walters.

Others present: Acting Secretary/City Manager John Dantzer

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**MOTION BY FABBRI, SECOND BY RABIDUE, TO EXCUSE MEMBERS BRUDER,
CLARK, RESTEINER, AND WALTERS FROM THE MEETING.**

Yes – Bennett, Fabbri, Hunter, Rabidue, Zimmerman
No – None Absent – Bruder, Clark, Resteiner, Walters Motion carried

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**MOTION BY BENNETT, SECOND BY RABIDUE, TO APPROVE THE MINUTES
FROM THE MEETINGS HELD SEPTEMBER 26, 2023 AND OCTOBER 31, 2023.**

Yes – Bennett, Fabbri, Hunter, Rabidue, Zimmerman
No – None Absent – Bruder, Clark, Resteiner, Walters Motion carried

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**MOTION BY BENNETT, SECOND BY FABBRI, TO APPROVE THE BILLS IN THE
AMOUNT OF \$540.00 AND AUTHORIZE SECRETARY/MANAGER DANTZER TO
PAY BECKETT AND RAEDER UP TO THEIR CONTRACTED AMOUNT FOR THE
HOUGHTON AVE REDESIGN IF BILLIING WITH DOCUMENTATION IS TURNED
IN.**

Yes – Bennett, Fabbri, Hunter, Rabidue, Zimmerman
No – None Absent – Bruder, Clark, Resteiner, Walters Motion carried

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The Board discussed the rescheduling of December’s meeting due to it falling on the day after Christmas.

**MOTION BY ZIMMERMAN, SECOND BY FABBRI, TO CANCEL DECEMBER'S
REGULARLY SCHEDULED MEETING AND LEAVE OPEN THE POSSIBILITY OF
CALLING A SPECIAL MEETING IF NEEDED.**

**Yes – Bennett, Fabbri, Hunter, Rabidue, Zimmerman
No – None Absent – Bruder, Clark, Resteiner, Walters Motion carried**

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Chairperson Fabbri reminded everyone of the upcoming Art and Wine walk and noted some issues with the downtown lights. She also noted that during the last Retail Merchants meeting, they discussed working with the DDA to help promote downtown businesses during the road reconstruction project scheduled for 2024.

Member Zimmerman noted the rope blocking off the Gathering Place needed to be reinstalled.

Member Hunter noted a new resale store opened downtown.

Secretary/Manager Dantzer noted ground plugs similar to what we currently have downtown in the tree planters were not included in the MDOT project so that would be extra if DDA wanted them. It was the consensus to have Secretary/Manager Dantzer look into the cost of adding the ground level plugs.

Secretary/Manager Dantzer went over the breakdown on the total cost of the streetscape project.

Secretary/Manager Dantzer discussed the automatic sprinkling system and the estimated cost involved for that project. After discussion that watering could be done by City staff at the same time the flowers outside of the downtown area was done, it was the consensus to eliminate the automatic sprinklers from the project.

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A communication from the DNR Spark Grant was shared, noting the City was not chosen for funding.

A schematic of the downtown lights were shared.

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The meeting was adjourned at 12:35 pm.