

REGULAR MEETING OF THE WEST BRANCH DOWNTOWN DEVELOPMENT AUTHORITY  
HELD AT WEST BRANCH CITY HALL, 121 N. FOURTH ST. WEST BRANCH, MI ON TUESDAY,  
MARCH 26, 2024.

The meeting was called to order by Chairperson Samantha Fabbri at 12:00 pm.

Present: Joe Clark, Samantha Fabbri, Autum Hunter, Sandy Rabidue, and Cathy Zimmerman.

Absent: Joanne Bennett, Alan Bruder, Erin Resteiner, and Ken Walters.

Others present: Acting Secretary/City Manager John Dantzer and MDOT representative Kim Mullins.

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**MOTION BY CLARK, SECOND BY RABIDUE, TO APPROVE THE MINUTES FROM THE MEETINGS HELD JANUARY 23, 2024, FEBRUARY 5, 2024, AND FEBRUARY 28, 2024.**

**Yes – Clark, Fabbri, Hunter, Rabidue, Zimmerman  
Absent – Bennett, Bruder, Resteiner, Walters**

**No – None  
Motion carried**

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The Board discussed the estimates received on the different downtown speaker options including burial in conduit, direct burial, and wireless. The consensus was that not having the wireless system would be best to avoid any reliability issues. It was also noted that the direct burial would have to be used because the conduit price was too expensive. MDOT rep, Kim Mullins, noted her concern that something may happen to one of the lines during construction if the lines weren't protected. She also noted she would look into the possibility of MDOT doing a change order in their scope of work which could save the DDA money on conduit installation. It was the consensus to have Secretary/Manager Dantzer send the speaker line details to Ms. Mullins and she would provide a quote.

**MOTION BY RABIDUE, SECOND BY HUNTER, TO AUTHORIZE MANAGER DANTZER TO GET THE QUOTE FROM MDOT AND APPROVE THE PROJECT IF THE TOTAL COST OF THE PROJECT IS LESS THAN \$50,000**

**Yes – Clark, Fabbri, Hunter, Rabidue, Zimmerman  
Absent – Bennett, Bruder, Resteiner, Walters**

**No – None  
Motion carried**

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Ms. Mullins gave an update on the Houghton Ave project and went over the different phases and timelines.

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The board reviewed a façade grant application from Alexander Limited Partnership for 111 N. Third St. The breakdown in cost for exterior work only was discussed and it was determined that they did qualify for the maximum amount of \$10,000. The Board also discussed that it did not have the grant budgeted for in this year’s budget but that they did have money available. It was further discussed that they would like to award the maximum amount with the hopes that it could lead to other business redevelopment.

**MOTION BY FABBRI, SECOND BY ZIMMERMAN, TO AWARD THE FAÇADE GRANT TO ALEXANDER LIMITED PARTNERSHIP FOR 111 N. THIRD ST. IN THE AMOUNT OF \$10,000**

**Yes – Clark, Fabbri, Hunter, Rabidue, Zimmerman  
Absent – Bennett, Bruder, Resteiner, Walters**

**No – None  
Motion carried**

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Member Zimmerman asked to be excused from the meeting at which a quorum no longer existed so official business could no longer be voted upon.

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The board discussed the budget for fiscal year 25. It was the consensus to add a line item for façade grant expense and resubmit it for final approval at the next meeting.

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Chairperson Fabbri gave an update on the Art and Wine walk.

Member Hunter noted she would like to look closer at the banners before they order anything new to see about ways to keep them from coming off the brackets.

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The meeting was adjourned at 12:47 pm.