

DOWNTOWN DEVELOPMENT AUTHORITY MEETING MINUTES OF APRIL 17, 2018

The meeting was called to order by Chair Kendra Jickling at 8:06 a.m.

Members Present: Kendra Jickling, Robert Lentz, Charlie Bush, Dennis Cargill, Julia Robbins, and Sara Redman.

Also Present: Treasurer, Sarah Kady; City Manager, Corey Schmidt .

Audience Members: None

It was moved by Dennis Cargill and seconded by Sara Redman to approve the March 20, 2018 minutes as presented. Motion Carried.

Audience Participation: None.

New Business:

A. Farmers Market Update

Rob Lentz, chair of the Farmers Market subcommittee, presented a report documenting the subcommittee's latest work for beginning a farmers market. Members of the subcommittee provided updates regarding rules, forms, logistics, advertising, and volunteering coordination. The subcommittee stated that they would likely have firm recommendations on many of these items for the full DDA Board to consider at the May meeting. Rob Lentz recommended joining the Michigan Farmers Market Association at a cost of \$75 for the first year of membership.

It was moved by Dennis Cargill and seconded by Charlie Bush to become a member of the Michigan Farmers Market Association at a cost of \$75. Motion carried.

B. Sulaty Lot Lease Agreement

Manager Schmidt presented a lease agreement for the DDA Board to consider for approval. The agreement is with Mr. Launce Sulaty for use of his vacant lot at the northwest corner of Main Street and Morris Street. The agreement has been reviewed and recommended by the City Attorney and the Farmers Market subcommittee.

It was moved by Dennis Cargill and seconded by Charlie Bush to authorize Kendra Jickling, DDA Chair, and Corey Schmidt, City Manager, to sign the lease agreement on behalf of the DDA. Motion carried.

C. Refurbishment of Trash Receptacles/Benches

Manager Schmidt requested a motion to hire TJ's Powdercoating to sandblast and powdercoat the trash receptacles at a cost of \$225 per can for 16 cans at a cost of \$3,600. He noted there is not a warranty on the powdercoating. Kendra Jickling noted she solicited another quote that was higher than TJ's Powdercoating, and that she did not hear back from the company that mentioned doing a protective layer similar to a "Yeti" container.

Manager Schmidt stated that TJ's Powdercoating could not do the benches because they are too large for their powdercoating equipment. He recommended hiring RCA Trucking to sandblast and paint the arms and legs of the benches at a cost of \$75 per bench.

It was moved by Charlie Bush and seconded by Dennis Cargill to hire TJ's Powdercoating to sandblast and powdercoat the trash receptacles at a cost of \$225 per can, for a total cost not to exceed \$3,600, and to hire RCA Trucking a cost of \$75 per bench sandblasted and repainted . Motion carried.

D. DDA Fund Remaining Budget Update

Manager Schmidt was asked to provide an update on the remaining budget allowance in the DDA Fund. He presented a table showing commitments made to date. This leaves a balance of approximately \$1,905 through June 30, 2018. Discussion ensued about using some of the funds to purchase flowers for the downtown planter boxes.

It was moved by Dennis Cargill and seconded by Rob Lentz to authorize a budget of \$500 for flowers and associated materials for the downtown planter boxes. Motion carried.

Sarah Kady mentioned sending a letter to business owners reminding them to water and care for the flowers. The Board was also reminded that Kelly Rheaume from Barks and Bubbles mentioned having an employee help with watering.

Other Business

Manager Schmidt provided documents in the DDA packet regarding the Open Meetings Act, such as posting requirements and use of email by Board members. He encouraged all Board members to review the rules, since the DDA Board is subject to this law.

The meeting was adjourned at 9:25 a.m.

Respectfully Submitted,

Corey Schmidt