

Downtown Development Authority

Brownfield Redevelopment Authority

Board Meeting
Wednesday, December 7, 2016
6:30 p.m.

Present were: Groves, Harrett, Honea, Blessing, Carr, Peterson, Soderstrom

Absent were: Mainprize and Johnson

Staff Present: Jean-Buhrer and Irwin

Others: Paula Nas, David Merot, Janet Michaluk, Justin Sprague

The following items were discussed:

1. The meeting was called to order by Groves at 6:31 p.m.
2. Public Comment
Justin Sprague presented a brief introduction on a marketing assistance project with Jean-Buhrer. He then went on to give ideas on helping the City with business retention and redevelopment. His organization partners with local chambers on special projects to capture growth opportunities. There are many incentives available to developers to assist in bringing new developments to local markets.
Sprague was able to answer a few questions from the Board. Peterson offered support and testimonial to services provided him by Sprague and the organization.
3. Approval of September 7, 2016 meeting minutes
The motion was made to recommend approval of the September 7, 2016 meeting minutes as amended by Carr, supported by Blessing. All approved by verbal vote. Motion carried.
4. October 5, 2016 Walk through Downtown Information
Jean-Buhrer discussed the follow up plan to the walk through downtown. She referenced possibly budgeting for the recommendations. Also, she forwarded the list to Matt Wurtz, DPW Director, to address some of the areas of concern with his staff. In regards to the former Prana Yoga site, a site plan is being developed by engineers with the adjoining property owners.

5. Approval of \$1400.61 Brownfield School Education Tax Payment to General Fund
The motion was made to recommend approval of the \$1400.61 Brownfield School Education Tax Payment to General Fund by Blessing, supported by Carr. All approved by verbal vote. Motion carried.
6. Downtown Event Planning - Events and Committee
The motion was made to create an Events Committee, which would need to be chaired by a member of the DDA, by Blessing supported by Carr. All approved by verbal vote. Motion carried.
7. FY 2017 Brownfield and DDA Financial Reports.
Jean-Buhrer briefly discussed the financial reports.
8. Master Plan Update - Planning Commission Meeting - December 19th at 7pm.
Jean-Buhrer invited all to attend the meetings, with the final report at the January 2017 Planning Commission Meeting.
9. New Project or Idea(s) - To remain on future agendas
 - a. Façade Improvement and Discussion - Nothing new to report
 - b. Business Recruitment and Retention Discussion - Jean-Buhrer discussed a project City Hall completed that included a Buy Local small poster and pamphlets highlighting our local businesses delivered in the downtown area.
 - c. Property Update and Discussion -
 - i. 11410 S. Saginaw Street (Old Marathon Station Site) - Awaiting building permit.
 - ii. Reid Road Apartments - Waiting for a signed PUD, have until February 17, 2016 before the site plan will lapse.
 - iii. 11236 S. Saginaw Street (Aremia's Site) - Reviewing site plan for the back building.
 - iv. City Vacant Property - Sites are being marketed.
 - d. Redevelopment Liquor Licenses Discussion - No requests at this time
 - e. Main Street Discussion - Jean-Buhrer discussed a MSHDA backed program for next year when we have committee and structure to promote the downtown.
 - f. Flower Discussion - Suggestions from the walk through, on hold until next meeting. Also, need brackets for lamp posts. Quotes will be discussed with January 2017 meeting. This could be a General Fund budget share expense.
 - g. Arches - Banners on Backside of Banner Box Discussion - Received a high quote, using an alternate company would void the warranty. May be able to include this project in the General Fund budget.

- h. Parking in the Downtown Discussion - Will discuss with the four property owners surrounding the former Prana Yoga the parking site plan.
 - i. DDA District Boundary Features - Informational purposes only, looks at the features (Light Posts, Drinking Fountains, Benches, Garbage Cans) of the Downtown.
10. Miscellaneous - Included are invoices paid by the City for Tuesday Tunes ads, sign, flower baskets in the amount of \$1,459.90.

The motion was made to recommend approval of payment for the invoices paid by the City by Honea, supported by Blessing. All approved by verbal vote. Motion carried.

11. The meeting was adjourned at 7:45 PM.

Respectfully Submitted,

Christina Irwin
Acting Recording Secretary
Downtown Development
Authority