

Downtown Development Authority Brownfield Redevelopment Authority

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

Present were: Groves, Carr, Blessing, Honea, Johnson, Soderstrom, and Harrett

Absent were: Mainprize, Peterson

Staff Present: Jean-Buhrer, Waterworth

Others: Janet Michaluk

The following items were discussed:

1. The meeting was called to order by Groves at 6:30 p.m.
2. Public Comment
None
3. Approval of August 3, 2016 meeting minutes

The motion was made to recommend approval of the August 3, 2016 meeting minutes by Carr, supported by Harrett. All approved by verbal vote. Motion carried.

4. Annual Election Officer Selection and Term Expiration Information

Soderstrom lead the discussion on looking for someone to fill Mainprizes spot. Some suggestions that were brought up are: Brooke Clothier from Little Joe's, Josh from Serra Honda and Todd Warda's brother from Jimmy John's. Soderstrom advised that Mainprize's Vice Chairperson spot is available. Vote was taken by secret ballot with the results as follows: Groves will remain Chair, Carr will be Vice Chair and Soderstrom will be Treasurer.

5. Brownfield Bond - Interest Payment

The motion was made to recommend approval of the Brownfield Bond Interest Payment of \$13,537.50 by Johnson, supported by Honea. All approved by verbal vote. Motion Carried.

6. City of Grand Blanc General Fund Invoice

Several items from Tuesday Tunes as well as the parts to make the watering unit for the baskets. Amend invoice amount to \$2,709.80.

The motion was made to recommend approval of the City of Grand Blanc General Fund Invoice in the amount of \$2,709.80 by Carr, supported by Soderstrom. All approved by verbal vote. Motion carried.

7. City of Grand Blanc Audit Fee Invoice

The motion was made to recommend approval of the City of Grand Blanc General Fund Invoice in the amount of \$500.00 by Soderstrom, supported by Harrett. All approved by verbal vote. Motion carried.

Discussion was had regarding the choice of Rehman Robson instead of going with a local firm. Jean-Buhrer advised that there are no local auditing firms that submitted bids for the job with experience in municipal finance.

8. City of Grand Blanc Administrative Fee Invoice

The motion was made to recommend approval of the City of Grand Blanc General Fund Invoice in the amount of \$500 by Carr, supported by Harrett. All approved by verbal vote. Motion carried.

9. Brownfield Redevelopment Tax Capture Annual Report for Calendar Year 2015 and Payback for 2015 and 2016

Jean-Buhrer discussed the first capture report, BS&A has hard time handling Brownfield with not a lot of focus. Capture debt 2015 and 2016 need to pay back to schools and Mott they have debt payments to make.

**The motion was made to recommend approval of the payback to:
Calendar Year 2015 - Grand Blanc Schools, \$2,381.03.
Calendar Year 2015 - Mott Community College, \$406.17.
Calendar Year 2016 Grand Blanc Schools, \$2,957.48.
Calendar Year 2015 - Mott Community College, \$384.93, by Carr, supported by Blessing. All approved by verbal vote. Motion carried.**

10. DDA/Brownfield 2017 Meeting Calendar

The January 4th and July 5th meetings have been cancelled due to closeness to holidays.

The motion was made to recommend approval of the DDA/Brownfield 2017 Meeting Calendar by Soderstrom, supported by Blessing. All approved by verbal vote. Motion carried.

11. FY 2017 Brownfield and DDA Financial Reports

12. Tuesday Tunes - August 23rd

Jean-Buhrer led the update and advised sixteen (16) businesses participated this time and while the attendance was lighter than the last date the businesses were excited by the event. Bob Peterson's Fudge Shop saw a 15% increase in sales on the night. The Gift Baskets were a hit as well as quite a bit of community input was given at the Master Plan booth. Soderstrom added that if this is something the DDA would like to continue it would be good to get a committee to do the work to take all responsibility off Jean-Buhrer. Two dates per year was the agreed upon number with a positive last Tuesday in June and feedback still needed for the 2nd date. Business owners will be invited once again to the October meeting in effort to get feedback on the event to better prepare for next year and discuss forming a committee.

13. Master Plan Update - Upcoming Planning Commission meeting dates - September 19th at 7 pm; October 17th at 7pm; November 21st at 7pm and December 19th at 7pm

14. New Project or Idea(s)

- a. Façade improvement and discussion -Received payment and up to date.
- b. Business Recruitment and Retention Discussion - Jean-Buhrer discussed flyer to give to new and interested business owners. Suggestions were made to also include Township in the numbers to be more desirable.
- c. Property Update and Discussion -
 - i. 11410 S. Saginaw Street - Building permit received with some deviations to be discussed at Planning Commission meeting.
 - ii. Reid Road Apartments - Council has decided to revoke PUD agreement.
 - iii. 11236 S. Saginaw Street - T-Mobile will occupy one of the retail sites the other site is still trying to be filled. Planning issues to be discussed at next Planning Commission meeting.
 - iv. City Vacant Property - No new calls
- d. Redevelopment Liquor Licenses Discussion -Nothing to report
- e. Main Street Discussion- Keep on agenda, full time person would be needed for Select Level which would cost \$45,000 without benefits.
- f. Flower Discussion - Wurtz put together some suggestions to improve upon the future of the hanging baskets. Blessing suggested contacting the

manufacturer of the poles to see if they have special brackets available to hang. All agreed the hangers were too high and difficult to see.

15. Miscellaneous

Jean-Buhrer gave the update on the previous discussion of adding brackets to the back of the arches in order to have more exposure. The cost was more than the agreed upon \$500 the DDA was willing to spend. Cost would be \$3,000 total to modify both arches. Suggestions were made to contact another sign company to shop prices but this may void warranty. Jean-Buhrer will discuss with DPW and bring information back to next meeting for further discussion.

Blessing suggested that we start next month's meeting at 5:30 in order to walk the DDA district and look at maintenance issues on sidewalks and garbage cans in need of cleaning and sandblasting. Also, lamp post that may be in need of painting or being replaced. Agreed that next month's meeting will start at 5:30 for the walk through followed by the normal meeting at 6:30 pm with local businesses invited.

The meeting was adjourned at 8:10 PM

Respectfully Submitted,

Dianne M Waterworth
Acting Recording Secretary
Downtown Development
Authority
Brownfield Redevelopment
Authority