

**Downtown Development Authority**  
**Brownfield Redevelopment Authority**

Board Meeting Minutes  
Wednesday, October 2, 2019  
6:30 p.m.

Present: Kevin Groves, Chris Carr, Susan Soderstrom, Dan Harrett, Chad Reid

Absent: Suzanne Johnson, Terry Stanfill, Scott Smith

Staff: Wendy Jean-Buhrer, Christina Irwin

Others: Carmine Avantini, Tonya Lall

The following items were discussed:

1. The meeting was called to order by Groves at 6:42 p.m.
2. Public Comment - None
3. Approval of July 17, 2019 Informational meeting minutes  
Motion to approve the July 17, 2019 Informational meeting minutes as presented by Carr, supported by Soderstrom.  
All approved by verbal vote. Motion carried.
4. Approval of July 17, 2019 Minutes  
Motion to approve the July 17, 2019 regular meeting minutes as presented by Carr, supported by Soderstrom.  
All approved by verbal vote.
5. Events Update  
Irwin stated the Events Committee is working on the upcoming Festival of Lights event.
6. FY 2019 Brownfield and DDA Financial Reports -  
Jean-Buhrer gave an update on both financial reports.
7. Brownfield Bond Debt Schedule -  
Jean-Buhrer stated this is enclosed to update status of bonds.
8. Approval of General Fund Invoice for Safebuilt DDA Services for November 2018 of \$360.00.

Motion to recommend approval of General Fund invoice for the Safebuilt DDA services for November 2018 of \$360.00 by Soderstrom, supported by Harrett. All approved by verbal vote. Motion carried.

9. Approval of General Fund Invoice for Safebuilt DDA Services for December 2018 of \$782.40.

Motion to recommend approval of General Fund invoice for the Safebuilt DDA services for December 2018 of \$782.40 by Carr, supported by Soderstrom. All approved by verbal vote. Motion carried.

10. Approval of General Fund Invoice for CIB Planning Services of \$1,234.50.  
Motion to recommend approval of General Fund invoice for the CIB Planning Services of \$1,234.50 by Harrett, supported by Carr.  
All approved by verbal vote. Motion carried.

11. Approval of General Fund Invoice for Flowers in the Baskets in the Downtown of \$1,920.00.  
Motion to recommend approval of General Fund invoice for the Flowers in the Baskets in the Downtown of \$1,920.00 by Soderstrom, supported by Reid.  
All approved by verbal vote. Motion carried.

12. Approval of General Fund Invoice for Rehmann Audit cost of \$520.00.  
Motion to recommend approval of General Fund invoice for Rehmann Audit Cost of \$520.00 by Carr, supported by Soderstrom.  
All approved by verbal vote. Motion carried.

13. Approval of General Fund invoice for the City Administrative Fee of \$500.00.  
Motion to recommend approval of General Fund invoice for the City Administration Fee of \$500.00 by Carr, supported by Reid.  
All approved by verbal vote. Motion carried.

14. DDA Update Presentation -  
Carmine Avantini presented and discussed the draft plan for the Development and Tax Increment Financing Plans. He went on to discuss the schedule and process steps. Avantini went through the plan asking for input, suggestions and changes.  
Discussion ensued.

Motion to recommend to City Council to move forward with the preparation of the redevelopment plan and call for a public hearing by Harrett, supported by Carr.  
All approved by verbal vote. Motion carried.

15. New Project or Idea(s) -
  - a. Façade Improvement Discussion  
Jean-Buhrer stated there has been no interest right now.
  - b. Business Recruitment and Retention Discussion  
Jean-Buhrer stated this continues to be done, especially with the Chalets.
  - c. Property Update Discussion
    - i. 11410 S. Saginaw Street (Old Marathon Station) - Jean-Buhrer stated the current purchaser has until January 16, 2020 to submit for a building permit.
    - ii. 11415 Davis Street - Jean-Buhrer stated this property is still for sale.
    - iii. 231 E. Grand Blanc Road - Jean-Buhrer stated Italia Gardens should be open in November.
    - iv. Chalet Park - 131 E. Grand Blanc Road - Jean-Buhrer stated these are up and running with a few turnovers with businesses ready to move in.
    - v. Other City vacant property - Jean-Buhrer stated there has been no interest, but will focus on getting the sites ready for redevelopment.
  - d. Redevelopment Liquor Licenses Discussion - Jean-Buhrer stated there is no interest in these licenses right now because it is cheaper on the escrow market to purchase.
  - e. Flower Basket Discussion - Jean-Buhrer stated this item was discussed previously.
  - f. Parking in the Downtown Discussion - Jean-Buhrer stated this is an ongoing issue. A parking study might need to be done to get new ideas.
  - g. DDA District Boundary Features Discussion - Jean-Buhrer stated this would be updated as we move along the process.
  - h. Economic Development Committee Discussion - Jean-Buhrer stated this committee has not met recently.
  
16. Miscellaneous -
 

Jean-Buhrer stated the owners of Reid Road Apartment complex has asked for a meeting to possibly restart the PUD process.

Irwin discussed the Chalets. Sugar Mermaid will be moving into Old World Plaza very soon.

Soderstrom introduced Don Haley for a future DDA member to replace Debbie Honea. Debbie resigned after many years of dedicated service. Haley will be submitted to City Council for approval.
  
17. The meeting was adjourned at 7:42 P.M.

Respectfully Submitted,

Christina Irwin  
Acting Recording Secretary  
Downtown Development  
Authority