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CITY OF NEW BALTIMORE

DOWNTOWN DEVELOPMENT AUTHORITY (DDA) MINUTES

APRIL 13, 2016

At a meeting of the City of New Baltimore Downtown Development Authority (DDA) held on Wednesday, April 13, 2016 at 7:00 p.m. at the City of New Baltimore Conference Room located at 36535 Green Street, New Baltimore, Michigan 48047, the following members were present:

PRESENT: Wojciechowski, Chairman, Cox, Higgins, Krause, Lietke, Vice-Chairman, Miller, Treasurer, Stabile, Dupray, Hanway, Secretary.

ABSENT: Drompp, Niederkoehr

ALSO PRESENT: Florence Hayman, Council Liaison

A Motion was made by Lietke, supported by Cox to excuse the absent members. The Motion Carried. There being a quorum present the meeting was called to order by Chairman Wojciechowski at 7:02 p.m. Ms. Hayman informed members, she would need to leave the meeting at 8:00 p.m.

APPROVAL OF MINUTES February 10, 2016

Members were in receipt of DDA minutes from the meeting of February 10, 2016. After review the following action was taken:

MOTION

A Motion was made by Stabile, supported by Krause to approve the minutes of February 10, 2016 as presented. The Motion Carried.

APPROVAL OF AGENDA

MOTION

A Motion was made by Lietke, supported by Cox to adopt the agenda as presented. The Motion Carried.

TREASURER'S REPORT

Members were in receipt of the Treasurer and Budget Reports dated 2/29/16 and 3/31/16. Treasurer Miller reviewed the reports. He brought up the issue of the possibility of a city budget revision due to the accelerated timing of the repayment of the DDA debt elimination loan.

Treasurer Miller also pointed out that there had been a withdrawal in the amount of \$10 from Huntington Bank in the money market account. He had discussed it with them and the amount would be refunded.

MOTION

A Motion was made by Lietke, supported by Dupray to approve the Treasurer's Reports and Budgets as presented. The Motion Carried.

PUBLIC COMMENT

There was none at this time.

GENERAL BUSINESS

- A. Approval to pay City of New Baltimore water bill in the amount of \$6.35.

The following action was taken:

MOTION

A Motion was made by Lietke, supported by Miller, to approve payment of the City of New Baltimore water bill in the amount of \$6.35 as presented. The Motion Carried unanimously by roll call vote.

- B. Approval to pay DTE Energy March invoice in the amount of \$37.07

The following action was taken:

MOTION

A Motion was made by Miller, supported by Dupray, to approve payment of the DTE Energy invoice for March, 2016 in the amount of \$37.07 as presented. The Motion Carried unanimously by roll call vote.

- C. Review and Approval of Updated Capital Improvement Plan (CIP)

Members were in receipt of a final plan. Chairman Wojciechowski explained this was a wish list of potential projects from 2016 through 2020-21 to be used as a guide going forward. He further explained there was listed possible grant funds in the amount of \$1,000. This was from a discussion at the February 10, 2016 DDA meeting at which time Council Liaison Burkhardt had suggested there may be funds available for the music and public address system in the downtown because it could be put to use under emergency readiness. Mayor Dupray replied that he would follow up.

MOTION

A Motion was made by Miller, supported by Lietke, to supported the Capital Improvement Plan (CIP) for the DDA from 2015-2016 through 2020-2021 as presented. The Motion Carried.

- D. Remove LED Lights from Trees

Chairman Wojciechowski stated that this had already been done. The lights had been removed and any further purchase would need to be reviewed. It was suggested just wrapping the trunking and uplighting the rest of the tree.

E. DDA Facebook Page Discussion

Chairman Wojciechowski asked members if there were any suggestions regarding sources of information of the DDA Facebook page. Ms. Hayman suggested interacting with the city's new website. Mr. Miller felt we could have a DDA Administrator to keep the Facebook page active and regenerated.

F. Finalize Plan for Fishfly at Washington and Green Street

Chairman Wojciechowski informed members, if approved, the sketch and invoice in the amount of \$4,500 from Campbell and Shaw Steel for the Large Fishfly Monument would be forwarded to Art on the Bay for their approval. It was noted the wings would be 4 feet wide and 8 feet tall and could be used for removable wayfinding signage bolted through the opening on the expanded wing. After discussion members were in unanimous agreement with the sketch and invoice as submitted and for their submission to Art on the Bay.

G. Organize Planting of Flower Boxes

Chairman Wojciechowski stated Maryanne Weins had been contacted and was willing to assist with the planting again this year. It would be the same amount as last year which was 19 flats and mulch with the cost to be paid by Art on the Bay. It was agreed to request that Art on the Bay approve the same expense for planting as last year which was an amount up to \$500.

MAYOR UPDATE

Mayor Dupray provided a presentation and reviewed the new city preliminary website.

BOARD MEMBER COMMENTS

There was discussion regarding fundraising for the DDA. Chairman Wojciechowski asked that members bring any proposals to the next DDA meeting.

ADJOURNMENT

MOTION

A Motion was made by Lietke, supported by Miller to adjourn the meeting at 8:30 p.m.