

# Minutes

**Downtown Development Authority  
Regular Meeting  
Wednesday, December 16, 2009  
Main Street Office  
118 E. Front St.**

Chairperson Floraday called the meeting to order at 7:55 a.m.

## **1. Roll Call**

Present: Chairperson Rick Floraday, Treasurer Mary Gail Beneteau, Gabe Martin, Janet Berns, Cheri Weakly, Mayor Worrell (a 7:57), Ken Wickenheiser  
Excused: Kimberle Daniels, Barry Kinsey  
Absent: Michelle Cloutier  
Staff: Andrea Jones  
Guests: Mayor-Elect Robert Clark, Chief John Michrina, Mike Trapp

## **2. Consent Agenda**

December Agenda  
November 18, 2009 MSM/DDA meeting minutes  
November Financial Reports  
Sub-Committee Appointee

It was moved by Mr. Martin and seconded by Mr. Wickenheiser to approve the Consent Agenda as presented.

*Motion carried unanimously.*

## **3. 2009-2010 Work Program**

### **A. Vice-Chairperson Election**

Frank Wszelaki resigned from the Board, therefore, a new Vice-Chairperson is needed. The floor was opened for nominations. Ms. Beneteau nominated Mr. Wickenheiser for the Vice-Chairperson position seconded by Ms. Weakly. Mr. Wickenheiser accepted the nomination.

Mayor Worrell arrived at the meeting at 7:57am.

Nominations were closed. Motion to appoint Mr. Wickenheiser Vice-Chairperson.

*Motion carried unanimously.*

### **B. Recruiting New Board Members**

There was discussion about the need for additional volunteers (for all committees) and what categories of volunteers would be beneficial to the organization. There was discussion regarding the process for appointment and the current make-up of the Board.

## C. Committee Reports

- Organization – Minutes were enclosed in the meeting packet.
  - Marketing Folders  
Ms. Jones explained the request, the basic design and potential use of the folders. There was discussion regarding how the folders would be used, the cost and where the additional funds for the project would be coming from. Ms. Berns stated that the additional funds could be taken out of the Promotion Committee budget since it is an overall marketing tool.

It was moved by Mr. Martin and seconded by Ms. Berns to transfer \$700 from the Promotion Committee to the Organization Committee budget to print 1,000 marketing folders.

*Motion carried unanimously.*

- Promotion – Minutes were enclosed in the meeting packet.  
Mr. Martin made a suggestion to have a time/ticket system for Santa and the carriage rides during the Tree-Lighting so that people attending the event don't have to wait in line, they can enjoy the rest of the event.
- Design – No meeting.
- Economic Restructuring – No meeting.
- Façade Grant Committee – No meeting.
- Capital Improvements Committee – No meeting.

## 4. Other Business

### A. 118 E. Front St. Office Lease

There was discussion regarding the ability to sub-lease. It was suggested to have Tom Ready, City Attorney review the lease. Mr. Wickenheiser explained some details of the lease and reasoning behind some of the criteria.

It was moved by Mayor Worrell and seconded by Mr. Martin to approve the lease subject to review and approval by the City's Attorney.

*6 Ayes, 1 Abstention (Wickenheiser)*

*Motion Carried.*

### B. Snow Removal

Ms. Jones explained what the Board budgeted last year and what was expended. There was discussion regarding private contractors and if we would be locked into the City handling the removal.

It was moved by Treasurer Beneteau and seconded by Mr. Martin to allocate \$15,000 for snow hauling for this year at the discretion of The DDA Director and Chairperson.

There was additional discussion regarding private contractors, pushing snow off of the sidewalks into the street and lack of shoveling. There was discussion regarding the cost of a private contractor to clear out the parking bays.

*Motion carried unanimously.*

There was discussion regarding snow shoveling responsibilities, the towing procedure during snow emergencies and a communication to inform downtown people about winter procedures and responsibilities.

## **5. Communications**

Ms. Jones stated that the 2010-2011 Budget draft would be on the January agenda.

Ms. Jones gave details on the Entry Forms received for the Win the Window contest and Mayor Worrell drew the winners.

Mr. Wickenheiser suggested thinking of ways to direct workers from Detroit Edison to downtown and looking at signage to direct people to downtown. There was discussion regarding delays in the Wayfinding signage project.

## **6. Adjournment**

A motion to adjourn was made by Ms. Berns and seconded by Ms. Weakly at 9:09 A.M.

*Motion carried unanimously.*