

CITY OF WALLED LAKE
DOWNTOWN DEVELOPMENT AUTHORITY
TUESDAY, JANUARY 10, 2017

The Meeting was called to order at 4:00 p.m.

ROLL CALL: Ackley, Allen, Ambrose, Blair, Lublin, Marshall, Wlodarczyk

ABSENT: Easter, Maurer, Shuman

There being a quorum present, the meeting was declared in session.

OTHERS PRESENT: Executive Director Whitt, DDA Deputy Managing Director Rodgers, Finance Director Coogan, Council Member Robertson, Council Member Owsinek

REQUESTS FOR AGENDA CHANGES: None

APPROVAL OF MINUTES:

DDA 01-01-17 APPROVAL OF THE MINUTES FROM THE DECEMBER 13, 2016 MEETING WITH THE FOLLOWING CHANGES

Motion by Lublin, supported by Allen: **CARRIED UNANIMOUSLY:** To approve the minutes from the December 13, 2016 meeting with the following changes.

DDA Board Member Lublin said on page 4 at the last paragraph reads Executive Director Whitt said the recreation issues are still on the table and if the votes are there the City does what the DDA wants to do "It should read and if City Council approves what the DDA wants to do." He said on page 5 he wanted to add that he stated on the record that Casey Ambrose has never received anything personally ever. He said he has been on the DDA for fifteen years and no functions or events have gone to Mr. Ambrose.

AUDIENCE PARTICIPATION: None

I. UNFINISHED BUSINESS:

A. 2018 Budget Discussion

Finance Director Coogan provided a financial review to the DDA. She discussed in 2004 the revenue for the DDA was at \$1.4 million and soon after the economy took a nose dive. She said today the DDA is climbing back up by capturing monies from the public safety mileage of \$100,000. She explained how much the DDA captures from the city versus how much the DDA pays back to the city in operating and administrative charge. She said the DDA is charged for Department of Public Works (DPW) costs and treasury services in the DDA area. She said the

end fund balance by following the capital fund there is a pattern of increase then decrease in the fund. City administration has spent a conservative effort to reduce DDA expenses to bring the fund balance up. She said as of 2016 the DDA fund balance is at \$1.2 million. She stated by the end of 2019 the DDA will have \$2 million dollars in the reserves.

Executive Director Whitt explained that he had been conservative with recommending spending DDA funds over the last several years. He stated that although the DDA is a component unit of the City all of monies collected by the DDA and what the DDA does with that money affects the City of Walled Lake. He explained that the DDA was created by the City and if the DDA did not exist, the City would lose certain money that wouldn't be captured by the City, but if expenses for the DDA are more or equal to that amount the DDA is capturing the values of the DDA comes into question. Executive Director Whitt explained that he believes in the concept of a DDA but that its activities require a consensus of the City Council. He explained the DDA is now in a financial position to fund and develop downtown but if the DDA does not fund need infrastructure projects the City will have to fund those project because there are city infrastructure issues that are not going to go away.

B. Discussion – Downtown Infrastructure & Street Design
City Planner & City Engineer

Consultant Engineer Jones said that downtown Walled Lake has some serious infrastructure issues. He said the city has had four sink holes in the downtown within the last two years. Two in 2015 and two more sink holes in summer of 2016. He would like to put a strategy in place with the DDA before another sink hole occurs. He said the City does not want to end up like the City of Fraser. He said there are some water quality issues by Bayside Grill. Bayside's grease bin is right next to Mercer Beach. He explained that there is untreated stormwater discharging onto the beach, solvents, vehicle fluids, oils and grease and they end up in the stormwater. Without treatment it can create health and safety issues to the residents. The Department of Environmental Quality (DEQ) has expressed some concern about the direct discharge to the lake and the quality standards since the city does not meet current DEQ standards. He further explained if the DDA is able to address the infrastructure issues it will give the opportunity to enhance the aesthetics of downtown. He said the underlying issues need to be addressed first before something unexpected happens. He recommends to addressing downtown comprehensively. He said the proposal is to develop a study that includes a survey of the downtown streets, sewer videos for all the sewers downtown, evaluating pipe conditions, and capacity to ensure the city has a large enough sewer. Then the DDA can evaluate pre-treatment technologies to improve the water quality of Walled Lake.

Chairman Ambrose asked about the success of getting grants?

Consultant Engineer Jones said there are grants available from the DEQ and EPA. He has gone to several conferences that have provided good contacts for grant opportunities. He explained the process of having a full plan put together before applying to for grants is necessary.

Executive Director Whitt said before applying for any grant there must be a plan adopted. A plan needs to be created and in advance of researching for grants. Typically, a City has to provide matching funds for a grant so cities have to be ready with a plan that includes funding. As an example he explained because of another city's poor planning, the City of Walled Lake was moved up on the schedule to get Decker Road and Maple Road resurfaced and upgrade because management had developed a plan of action and had funding in place.

DDA Board Member Marshall asked how long would the project take.

Consultant Engineer Jones said it is hard to say until there is a plan in place.

Executive Director Whitt said there are serious infrastructure issues downtown. As an example he explained the City of Fraser owns the issue that occurred with the sink holes in their city. He said like anything else infrastructure and systems require maintenance. He said the DDA's responsibility is to plan downtown development and to plan infrastructure fixes. The DDA business district needs to be developed and maintained and the DDA should considering helping business owners downtown before any infrastructure caves in.

Consultant Planner Deem discussed implementing the streetscape plan the DDA put together in 2009. He said a key priority to that plan was to have environmental responsibility. He explained water quality for the lake is a top priority for the city. He explained some options for the DDA members to look at is green technology. He discussed the framework plan for creating pedestrian crossings and to consider the parking issues downtown. He said rain gardens and impervious pavements are some options to improve the water quality and stormwater management. He recommends the DDA use their framework plan and adopt some concepts to create a streetscape design for the renovation of Walled Lake Drive.

Chairman Ambrose said this is the opportunity to get it right. He said the DDA needs to do what needs to be done and get it done right.

Executive Director Whitt explained that when cameras were utilized to inspect the pipes under Walled Lake Drive it showed that a road sign for "no through trucks" was holding up the roadway because that road sign was used to build the drain pipes. Executive Director Whitt pointed out that the City of Fraser is a good example of lack of maintenance and the issue exploded into a financial problem for that city. He said it will cost them millions of dollars to repair and that funding will be coming from that city's tax payers. He suggests that there may have been a lack of maintenance and a lack of planning.

Consultant Planner Deem said the DDA has to create a full plan first before applying for grants. He said the DDA would qualify for a matching grant because they will be hitting all the key points; green technology, a complete street plan, addressing the water quality and looking at stormwater management. He said they will be working with a group who successfully applies for these types of grants.

Consultant Engineer Jones said it is hard to estimate the cost when there are no plans in place but for everything which includes the underground work and streetscape it could possibly cost around \$1.5 million. He said that would include everything.

Chairman Ambrose said the Executive Director is going to meet with both consultants and start getting a plan together and he will bring it back to the board next month.

- C. Sign Grant – 123 E. Walled Lake Dr.
Applicant: Chuck Withey, Farmer's Insurance

DDA 01-02-17 MOTION TO APPROVE THE SIGN GRANT FOR FARMER'S INSURANCE IN THE AMOUNT OF \$500.00 WITH CONDITION OF RECEIVING SIGNATURE FROM ICON FOR FULL UNCONDITIONAL WAIVER OF LEIN

Motion by Allen, supported by Lublin: CARRIED UNANIMOUSLY: To approve the sign grant for Farmer's Insurance in the amount of \$500.00 with the condition of receiving signature from Icon for full unconditional waiver of lien.

II. NEW BUSINESS:

- 1. Sign Grant – 103 E. Walled Lake Dr.
Applicant: Gerald Millen

DDA 01-03-17 MOTION TO ACKNOWLEDGE RECEIPT OF GREEN HOUSE APPLICATION FOR SIGN GRANT

Motion by Allen, supported by Lublin: CARRIED UNANIMOUSLY: To acknowledge receipt of Green House application for the sign grant.

OTHER BUSINESS:

A. Planning and Development Report: None

B. Executive Director Report: None

III. CORRESPONDENCE: None

IV. CONSIDERATION OF WARRANT:

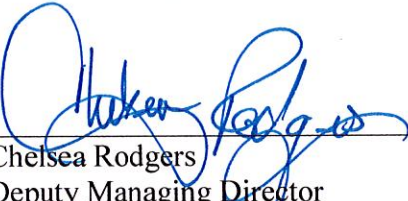
DDA 01-04-17 APPROVAL OF THE WARRANT FOR DECEMBER 2016

Motion by Lublin, supported by Ackley: CARRIED UNANIMOUSLY: To approve the warrant for December 2016.

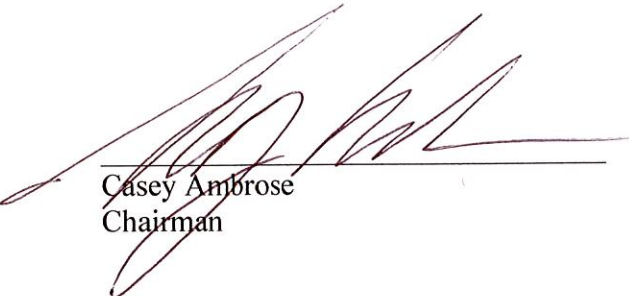
V. ADJOURNMENT:

DDA 01-05-17 ADJOURNMENT

Motion by Allen, seconded by Lublin; CARRIED UNANIMOUSLY: To adjourn the meeting at 5:00 p.m.



Chelsea Rodgers
Deputy Managing Director



Casey Ambrose
Chairman