

**CITY OF WALLED LAKE
DOWNTOWN DEVELOPMENT AUTHORITY
Tuesday, May 10, 2022**

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

Pledge of Allegiance led by DDA Chairman Blair.

ROLL CALL: Ackley, Amin, Blair, Lublin, Marshal, Millen, Mechigan

ABSENT: Allen, Easter, Shuman, Smith

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

OTHERS PRESENT: DDA Managing Director Jaquays, City Clerk Stuart, Chief Shakinas, Deputy Chief Kolke, Planning Commissioner Wolfson, Colleen Coogan with WoodHill Group

REQUESTS FOR AGENDA CHANGES: NONE

APPROVAL OF THE MINUTES:

1. Regular DDA Meeting of April 12, 2022

DDA 5-01-22 APPROVAL OF THE MINUTES FROM THE APRIL 12, 2022 MEETING

Motion by Millen, supported by Lublin: CARRIED UNANIMOUSLY: To approve the minutes from the April 12, 2022 meeting.

CORRESPONDENCE:

1. Receipt and File of Resignation of DDA Board Member Shuman

DDA 5-02-22 MOTION TO RECOGNIZE DDA BOARD MEMBER SHUMAN'S SERVICE TO THE DDA THROUGH LETTER OF APPRECIATION

Motion by Millen, supported by Lublin: CARRIED UNANIMOUSLY: Motion to recognize DDA Board Member Shuman's service to the DDA through a letter of appreciation

Executive Director Whitt suggested the board discuss the DDA by-laws after Mayor nominates a new member to the board.

AUDIENCE PARTICIPATION: NONE

UNFINISHED BUSINESS:

1. DDA BUDGET DISCUSSION

Managing Director Jaquays explained that budget workshops have been held to discuss the proposed budget that will be presented to Council. Ms. Jaquays said in these discussions, it was noted that many of the current projects happening in the City have been funded and made possible through the DDA's support. Ms. Jaquays introduced Ms. Colleen Coogan with WoodHill group.

Ms. Coogan said the budget presented does not have any significant changes because many initiatives are being wrapped up from last year. Ms. Coogan said the DDA is now positioned to build their fund balance.

Executive Director Whitt explained that Ms. Coogan was instrumental when she worked for the City and the DDA to stabilize the DDA's fund balance. Mr. Whitt said with the DDA's commitment and leadership, past and present, the DDA's fund balance has been spent on one-time expenses on projects that were long overdue in the downtown and in the gateway to Walled Lake.

Ms. Coogan explained that after the audit, the City will know the exact fund balance. Ms. Coogan explained how the DDA captures money.

**DDA 5-03-22 MOTION TO RECEIVE AND FILE AND FORWARD THE
PROPOSED DDA BUDGET TO CITY COUNCIL FOR APPROVAL**

Motion by Amin, supported by Lublin: **CARRIED UNANIMOUSLY**: Motion to receive and file and forward the proposed DDA budget to City Council for approval

NEW BUSINESS: NONE

EXECUTIVE & MANAGING DIRECTOR REPORT:

1. Decker Road Project Update

Managing Director Jaquays advised that the Decker Road project is moving forward. Ms. Jaquays reported that there have been concerns from the residents who live in Lake Village, due to them being in between the 14 Mile GLWA project and the Decker Road project. Ms. Jaquays said the City is working with GLWA to open Lake Village's 14 Mile road access.

Chairman Blair asked what the projected completion date is for Decker Road?

Ms. Jaquays said July 31st is the projected completion date.

2. Update on Mercer Beach Improvements, Phase I

Managing Director Jaquays said most of the underground work has been completed. Ms. Jaquays said phase two is being reviewed for a start date.

3. Pontiac Trail Resurfacing Project

Managing Director Jaquays said the County is moving forward with the resurfacing of Pontiac Trail. Ms. Jaquays said the County is repairing manhole covers and will be milling the edges before they do the 2-inch asphalt overlay.

Chairman Blair asked if there is an approximate start date?

Ms. Jaquays said the county has not yet announced a start date.

DDA Board Member Lublin asked if there was estimated completion date for Mercer Beach?

Ms. Jaquays said sometime this summer; she can come back to the board with additional information next month. Ms. Jaquays said the City is monitoring the work happening at the beach as the summer festival approaches and how they may need to adjust.

DDA Board Member Millen asked if the beach is closed?

Ms. Jaquays said yes.

Executive Director Whitt said the summer festival is still scheduled to take place and that there does not appear to be any reason to delay the event.

DDA Board Member Amin asked what work is included in phase I and phase II of the Mercer Beach project?

Ms. Jaquays said phase I included underground work and the phase II plan includes installing new fencing, bioswale, and lighting.

Executive Director Whitt said there are some concerns with the sidewalks downtown. Mr. Whitt said himself and Ms. Jaquays have met with a few business owners downtown to agree to a private-public-partnership to complete some sidewalk work.

4. Downtown Development Authority (DDA) By-Laws

Chairman Blair said they will discuss the DDA by-laws next month after Mayor's nomination.

5. Riley Park Playscape Improvements

Managing Director Jaquays said earlier today she visited Riley Park and that they are installing the rubber mat now that the concrete border has cured. Ms. Jaquays said she looks forward to welcoming folks into the downtown and to Riley Park.

6. Farmers Market

Managing Director Jaquays said opening day was last week and it was a success. Ms. Jaquays said the market welcomed returning vendors and new vendors. Ms. Jaquays said it is still early in the season for produce, however, there are many vendors with baked goods, artisan crafts, and plants.

Chairman Blair asked how many vendors were present and how many vendors are expected to participate? Mr. Blair asked what the fee is to participate?

Ms. Jaquays said 12 vendors attended opening day and that she anticipates an average of 15-20 vendors weekly. Ms. Jaquays said the fees are available on the market application on the City's website.

Executive Director Whitt thanked Public Works and Superintendent Ladd for their efforts in improving the walkability at the site.

Ms. Jaquays said one of the concerns from vendors with the relocation of the market was the difficulty walking on the large stones. Ms. Jaquays said with Mayor, Council, and DPW's support, crushed asphalt was installed to level the site and improve the walkability.

7. Memorial Day Parade

Chief Shakinas said there are changes to the parade this year in response to the construction happening downtown. Mr. Shakinas said the staging area will be located at 850 Ladd Road where the Walled Lake Consolidated School District Admin buildings are. Mr. Shakinas said Ms. Gross, Chief Coomer, and himself visited the site to design a staging area plan. Mr. Shakinas reported that there are approximately 40 participants. Mr. Shakinas said yard signs will be placed through out the City to notify people that the parade route has changed and that the parade will begin at 850 Ladd Road and will head down Maple Road and finish at City Hall.

Ms. Jaquays added that there is an official event page posted on Facebook through the Walled Lake Farmers Market that can be shared to spread the word.

8. Atrium of Walled Lake- Music and Art Festival 2022

Managing Director Jaquays reported that Atrium of Walled Lake at 800 North Pontiac Trail submitted a proposal to host a music and art festival in their parking lot June 11 and June 12. Ms. Jaquays shared with the board their proposal.

Executive Director Whitt said supporting Atrium and getting involved with the community event will be good for their business and the DDA. Mr. Whitt said the police department and fire department have been notified of the event. Mr. Whitt reported that there has been a parking issue downtown since some of the business owners park and extend their time in the public parking space. Mr. Whitt said one business owner was cited and it went to court. Mr. Whitt said the business owner was fined by the court which validates the parking regulations downtown. Mr. Whitt said he intends to continue enforcing the parking regulations downtown.

WARRANT REPORT:

**DDA 5-04- 22 APPROVAL TO RECEIVE AND FILE THE WARRANT FOR
APRIL 2022**

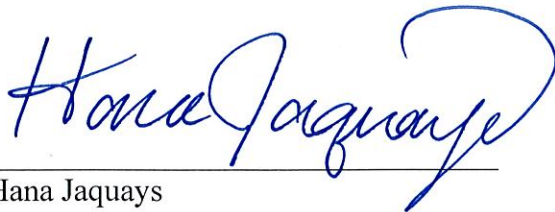
Motion by Millen, supported by Amin: CARRIED UNANIMOUSLY: To receive and file the warrant for April 2022

DDA BOARD MEMBER COMMENTS

ADJOURNMENT:

DDA 5-05-22 ADJOURNMENT

Motion by Lublin, seconded by Millen; CARRIED UNANIMOUSLY: To adjourn the meeting at 4:38 PM.



Hana Jaquays
DDA Managing Director



Steve Blair
DDA Chairman