

**CITY OF WALLED LAKE
DOWNTOWN DEVELOPMENT AUTHORITY**

Tuesday, May 9, 2023

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

Pledge of Allegiance led by DDA Chairman Blair

ROLL CALL: Ackley, Allen, Amin, Blair, Johnston, Marshal, Millen, McDonald

ABSENT: Lublin, Mechigan, Smith

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

OTHERS PRESENT: DDA Managing Director Jaquays, DDA Executive Director Whitt
Finance Director Pesta, Deputy Chief of Police Kolke, DPW
Superintendent Ladd, Council Member Owsinek, Council Member
Woods, Assistant City Manager Schrader

**DDA 05-01-23 MOTION TO EXCUSE DDA BOARD MEMBERS LUBLIN,
MECHIGAN, AND SMITH**

Motion by Blair, supported by McDonald: CARRIED UNANIMOUSLY: To excuse
DDA Board Members Lublin, Mechigan, and Smith

REQUESTS FOR AGENDA CHANGES: NONE

APPROVAL OF THE MINUTES:

1. Regular DDA Meeting of April 11, 2023

**DDA 05-02-23 APPROVAL OF THE MINUTES FROM THE APRIL 11, 2023
MEETING**

Motion by Blair, supported by McDonald: CARRIED UNANIMOUSLY: To approve
the minutes from the April 11, 2023 meeting.

CORRESPONDENCE: NONE

AUDIENCE PARTICIPATION: NONE

UNFINISHED BUSINESS:

1. Oakland County Parks- Park and Trail Capital Grant Program

Managing Director Jaquays said the City timely filed the Oakland County Parks and Recreation Grant application for two proposed pickleball courts at Riley Park. Ms. Jaquays said the award date is June 8, 2023.

NEW BUSINESS: NONE

EXECUTIVE & MANAGING DIRECTOR REPORT:

1. Code Violations

Executive Director Whitt announced that the water tower demolition is scheduled for May 15th. Mr. Whitt said that it is scheduled for May 15th, however it is dependent on coordination with the contractors, the City, and other involved entities.

DDA Chairman Blair asked who owns the water tower?

Mr. Whitt said Orchard Grove Community Church owns the water tower. Mr. Whitt clarified that the water tower was never a part of the City's water system; it was installed to provide fire suppression to the industrial complex.

2. City Events

a. Farmers Market

Ms. Jaquays said the farmers market opened on May 3 with approximately 30 vendors and three food trucks in attendance. Ms. Jaquays said the farmers market is anticipating an average of 30 vendors each week. Ms. Jaquays said the pedestrian bridge is open and thanked DPW Superintendent Ladd for installing a bike rack for visitors to utilize at the market. Ms. Jaquays thanked Intern Hall for her assistance in organizing the vendors and entertainment at the market.

DDA Chairman Blair thanked Mr. Millen for his farmers market promotion video.

b. Memorial Day

Ms. Jaquays said the Memorial Day parade is scheduled for May 29th with the route and staging area being similar to last year; beginning at 850 Ladd and heading East towards City Hall. Ms. Jaquays emphasized the need for parade applicants to submit their application as soon as possible to help with the planning process.

c. Summer Festival

Ms. Jaquays said the summer festival is scheduled for June 24th. Ms. Jaquays said staff has held internal meetings to discuss the activities planned for the day in conjunction with the downtown

businesses. Ms. Jaquays said the City has invited a petting zoo and will be inviting food trucks to attend in the afternoon/evening. Ms. Jaquays said the evening will conclude with a firework celebration held by the Walled Lake Civic Fund.

DDA Board Member Millen said the Greenhouse will be hosting a pet rescue, BBQ competition, Veterans Resource Fair, and a bounce house. Mr. Millen said Micro-Wrestling will be in attendance from 5PM- 7PM.

DDA Board Member Johnston asked if there will be road closures?

Ms. Jaquays said yes there will be road closures along E. Walled Lake Drive and a few other streets in the downtown district. Ms. Jaquays said there will be a police presence throughout the day and public safety departments have been meeting in preparation for the event.

Ms. Jaquays said in continued partnership with downtown businesses, the City will be assisting the Greenhouse this month for an event being held May 26th.

Mr. Millen said the Greenhouse will be inviting CMT music award winner Jelly Roll to Walled Lake for a listening party on May 26. Mr. Millen said Jelly Roll will be doing Q & A for his new album.

3. Proposed Budget- Presentation

Ms. Jaquays presented the FY23-24 proposed Budget.

DDA 05-03-23 MOTION TO APPROVE DDA RESOLUTION 2023-02 TO RECEIVE, FILE, AND FORWARD PROPSOED BUDGET

Discussion

Mr. Whitt clarified that the DDA is voting to approve Resolution 2023-02 that adopts the budget presented, which will be forwarded to City Council for their final approval.

DDA Board Member Allen asked if the proposed project on E. Walled Lake Drive would be only improving the road that is in the DDA district?

Ms. Jaquays said the intent would be to resurface E. Walled Lake Drive from Pontiac Trail to 14 Mile Road.

DDA Board Member Allen asked if the DDA would be providing funds to repave E. Walled Lake Drive outside of the DDA district?

Mr. Whitt said the City did apply for a grant to resurface E. Walled Lake Drive; however, that was not awarded. Mr. Whitt said the DDA is in pursuit of funding to assist with that project, yet nothing has been voted to commit funds for that proposed project. Mr. Whitt said the DDA could

commit funds for a portion of the road; it would be the intent of the City to repave all of E. Walled Lake Drive.

Mr. Allen said he is concerned with flooding along E. Walled Lake Drive.

Ms. Jaquays said the City can review that area and the improvements needed for drainage.

Mr. Whitt said that area can be revisited. Mr. Whitt said once a viable project has been identified from the DDA, discussion can be held on funding through a budget amendment.

Chairman Blair asked for clarification if the DDA is committing funds to any of the projects described in the presentation.

Ms. Jaquays clarified that the budget is not committing funds to any of the listed projects.

Assistant City Manager Schrader stated that the proposed budget indicates \$50,000 under land improvements and clarified that was for the Oakland County Parks Grant for pickleball courts at Riley Park. Mr. Schrader said beyond that proposed expense, there is no other capital monies that have been appropriated. Mr. Schrader said any proposed projects would be discussed at a later date and then the budget would be amended at that time.

Roll Call Vote

AYES: (8) Ackley, Allen, Amin, Blair, Johnston, Marshall, Millen, McDonald
NAYS: (0)
ABSENTS: (3) Lublin, Michigan, Smith
ABSTENTIONS: (0)

Motion by Blair, supported by Millen: CARRIED: To approve DDA Resolution 2023-02 to receive, file, and forward proposed budget

MOTION TO APPROVE DDA RESOLUTION 2023-02 TO RECEIVE, FILE, AND FORWARD PROPSOED BUDGE

4. Aesthetic Improvements to DDA District (e.g. Lighting Fixtures, Trash Receptacles, Beautification)

Managing Director Jaquays provided the DDA board with information and quotes on lighting fixtures and trash receptacles.

Mr. Ladd discussed the availability of light poles and the processing time to receive them.

Mr. Allen asked about DPW's inventory on light poles.

Mr. Ladd said currently, the DPW does not have any light poles in it's inventory. Mr. Ladd said after this purchase, the City will have 7 light poles available for potential replacements as needed.

Mr. Millen asked on average, how many light poles are hit in the City a year?

Mr. Ladd said approximately 2.

Mr. Allen asked about reimbursement through insurance?

Mr. Ladd said yes, there will be some reimbursement.

**DDA 05-04- 23 MOTION TO APPROVE PURCHASE OF 10 LIGHTING
FIXTURES FROM SPRING CITY**

Motion by Allen, supported by Millen: CARRIED UNANIMOUSLY: To approve purchase of 10 lighting fixtures from Spring City

Mr. Whitt said the City is requesting to improve the look of downtown, and preparing to dress up the beach of the summer.

Chairman Blair asked if there will be lids on the trash cans and who empties them?

Mr. Ladd said yes, there will be lids and DPW empties them.

**DDA 05-05- 23 MOTION TO APPROVE PURCHASE OF 13 TRASH
RECEPTACLES FROM TRASHCANS UNLIMITED**

Motion by Millen, supported by Allen: CARRIED UNANIMOUSLY: To approve purchase of 13 Trash Receptacles from Trashcans Unlimited

WARRANT REPORT:

**DDA 05-06- 23 APPROVAL TO RECEIVE AND FILE THE WARRANT FOR
APRIL 2023**

Motion by McDonald, supported by Johnston: CARRIED UNANIMOUSLY: To receive and file the warrant for April 2023

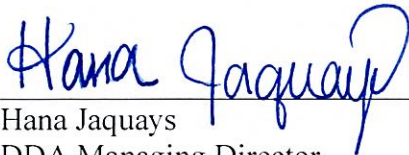
DDA BOARD MEMBER COMMENTS:

DDA Chairman Blair suggested that when making purchases, the DDA purchase from local providers or from businesses central to Walled Lake.

ADJOURNMENT:

DDA 05-07- 23 ADJOURNMENT

Motion by Blair, seconded by Ackley; CARRIED UNANIMOUSLY: To adjourn the meeting at 5:01 PM.



Hana Jaquays
DDA Managing Director



Steve Blair
DDA Chairman