



CITY OF WALLED LAKE
DOWNTOWN DEVELOPMENT AUTHORITY
TUESDAY, NOVEMBER 1, 2016

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

ROLL CALL: Ackley, Allen, Ambrose, Easter, Lublin, Marshall, Maurer, Shuman

ABSENT: Blair, Wlodarczyk

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

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

REQUESTS FOR AGENDA CHANGES:

Chairman Ambrose asked to add under new business item #3 discussion of new projects for DDA

APPROVAL OF MINUTES:

DDA 11-01-16 APPROVAL OF THE MINUTES FROM THE JUNE 14, 2016 MEETING

Motion by Lublin, supported by Shuman: CARRIED UNANIMOUSLY: To approve the Minutes from the June 14, 2016 meeting

AUDIENCE PARTICIPATION:

Gabriel Constanzo said he is on parks and recreation and the commission is working on planning next year's events and asked for input from the DDA. He also discussed the City website.

Chairman Ambrose stated there is some talk of possibly having the beach party next year. He said before anything is decided on the DDA must first see if there is enough money because the City is still hurting financially. He also discussed the need of getting more volunteers to step up running the city events.

Council Member Lublin stated the question if the DDA should be involved in city events. He said these party type of events fall more under Parks and Recreation and the City, not DDA. He said the purpose of the DDA is economic development for the city businesses, not events.

Executive Director Whitt explained to host any event there needs to be coordination with all the Walled Lake businesses. He explained that there are still budget issues and this is the time to discuss those issues. He said uniting Parks and Recreation and the promotion committee is a good idea but there has been a decrease in volunteers. He said hosting a party effects the DDA budget and the downtown businesses. He said the DDA is for downtown development and development means to improve the city's businesses and attracting people. He expressed that throwing parties cannot be the primary reason it is not a recreational event. He said there is a possibility of merging Parks and Recreation and promotion committee together if it works into the bigger scheme which is to improve businesses downtown. It must be part of the development.

Mayor Ackley agreed that the Parks and Recreation and promotion committee should work together but if neither group can get the people downtown or the businesses involved the events will stay the same. She explained the problem has always been the businesses not wanting to get involved and help support themselves. She explained that the businesses like the city throwing the parties but the businesses need to be involved from the beginning.

Mr. Costanzo discussed the City website and a challenge is getting businesses involved and to get sponsorships on the City website. He said he would like to incorporate the businesses on the city website. He said he wants to be able to go to Meijer and be able to offer them something back for them donating and to put a big corporation on the city website would make it more fluid.

Executive Director said the website is for the minimum purposes the city must do by law. He said the City cannot sponsor businesses and outside city businesses on the website as an incentive to support city events. He said the City must maintain the website they have now. He stated again the city is in financial despair and having a full-time IT employee is not feasible.

Council Member Helke said that the Commerce Township historical society is back in business and will be having a potluck December 1st at Stonecrest. She said the Walled Lake historical society will be merging with Commerce. The event will start at 7p.m.

I. UNFINISHED BUSINESS:

A. Downtown Storm water and Catch Basin repair update

Finance Director Coogan asked for a budget amendment for the storm drains in downtown. She said this falls under DDA duties and asked the DDA to help with the repairs not to exceed \$45,000. She said that included the electrical sub-contractor, the contractor who rebuilt the catch basin, and engineer. She said three catch basins have been repaired downtown.

Executive Director Whitt said the City should help the business owner out. He has been in the City for years and want to use our DDA resources to help that downtown business.

**DDA 11-02-16 MOTION TO MAKE BUDGET AMENDMENT FOR THE STORM
WATER AND CATCH BASIN REPAIR IN THE DOWNTOWN
DISTRICT NOT TO EXCEED \$45,000**

Motion by Lublin, supported by Allen: CARRIED UNANIMOUSLY: To make budget amendment for the storm water and catch basin repair in the downtown district not to exceed \$45,000

II. NEW BUSINESS:

- A. Sign Grant- 123 E. Walled Lake Dr.
Applicant: Chuck Withey – Farmers Insurance

**DDA 11-03-16 MOTION TO ACKNOWLEDGE RECEIPT OF FARMERS
INSURANCE APPLICATION FOR SIGN GRANT**

Motion by Lublin, supported by Easter: CARRIED UNANIMOUSLY: To acknowledge receipt of Farmers Insurance application for the sign grant.

- B. 126 W. Walled Lake Dr. – Parking improvement Design
Applicant: McDonald Financial

Coogan said the city has been working with a downtown business owner, Matt McDonald. She said he has been working on a project to redesign his parking. She said there is another catch basin that needs to be repaired. She said the City looked at the catch basin and worked with his subcontractor and based on the bid, the city's portion would be \$8,600 to assist for the needed repair.

Executive Director Whitt said Matt McDonald came to DDA previously in the year for help from the DDA. He said as the DDA as a board should accommodate their fellow viable downtown business owner. He said as of today, Mr. McDonald is making changes to his project.

Finance Director Coogan said she knows he has made a few changes but none of the new changes will affect the cost of the repair to the catch basin.

C. DDA future improvement projects

Finance Director Coogan said the City's downtown storm water system is bad and would like the DDA to order up a study from the MDEQ and the city engineer. She also discussed the property behind where the Farmer's Market is held and the environmental problem on that land. She said it can be capped off and that will solve the environmental problem.

Executive Director Whitt said when that piece of property becomes capped it becomes the center for DDA. He said it can be used for recreational use and DDA use. He expressed it is time to put

it to good use. He said it would be nice to put that property back in use on the tax roll. He said by the next meeting he will bring back some studies and what capping the property will entail and begin putting that property to use.

Chairman Ambrose said for the DDA to think of some ideas for that property that can benefit the whole community. He said it is in the DDA district.

DDA Board Member Lublin discussed a possible project for the DDA is the walk-ability and connectivity of the City in the downtown district.

Executive Director Whitt said the next step for DDA is to invest in a promotional video to talk about the city and all the businesses located within the downtown. He said it is a good tool to promote the city.

OTHER BUSINESS:

A. Planning and Development Report

B. Promotion Committee Report – Co-Chair E. Marshall and Wlodarczyk

C. Executive Director Report

III. CORRESPONDENCE:

IV. CONSIDERATION OF WARRANT:

**DDA 11-04-16 APPROVAL OF THE WARRANT FOR AUGUST 2016 –
OCTOBER 2016**

Motion by Lublin, supported by Shuman: CARRIED UNANIMOUSLY: To approve the warrant for August 2016 – October 2016

V. ADJOURNMENT:

DDA 11-05-16 ADJOURNMENT

Motion by Shuman, seconded by Easter; CARRIED UNANIMOUSLY: To adjourn the meeting at 4:59 p.m.



Chelsea Rodgers
Deputy Managing Director



Casey Ambrose
DDA Board Member