



**CITY OF WALLED LAKE
DOWNTOWN DEVELOPMENT AUTHORITY
TUESDAY, AUGUST 11, 2020**

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

ROLL CALL: Blair, Easter, Fernandes, Lublin, Marshal, Shuman, Ackley, Ambrose,

ABSENT: Allen, Atwell, Wlodarczyk

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

OTHERS PRESENT: Finance Director Barlass, Police Chief Shakinas, Confidential Assistant Jaquays

Lublin arrived at 4:02 pm

REQUESTS FOR AGENDA CHANGES:

DDA Chairman Ambrose requested to put East West Walled Lake Drive Parking under unfinished businesses.

APPROVAL OF THE MINUTES:

1. Regular DDA Meeting of July 14, 2020

DDA 08-01-20 APPROVAL OF THE MINUTES FROM THE JULY 14, 2020 MEETING

Motion by Ackley, supported by Easter: CARRIED UNANIMOUSLY: To approve the minutes from the July 14, 2020 meeting.

CORRESPONDENCE: None

UNFINISHED BUSINESS:

1. Walled Lake Community Playhouse (JET Theater) August Performance *My Emperor's New Clothes*

Confidential Assistant Jaquays explained that this is a cooperative event between the Downtown Development Authority (DDA), Parks and Recreation Commission, and the Walled Lake Community Playhouse, also known as JET Theater. Ms. Jaquays said this is an outdoor youth performance at the Public Safety Campus on August 14 at 7PM.

Executive Director Whitt further explained that this event will meet social distancing requirements, with staff on-site to direct distancing. Mr. Whitt pointed out that this event is not intended to replace previous events but is an addition to other city events including the theater productions. Mr. Whitt explained that this community playhouse youth program event is a way to promote the Public Safety Campus, Walled Lake's Linear Trail, and the city's Farmers Market. Mr. Whitt encouraged the board members to attend this community event in hopes that the success of this performance will help with future city events.

DDA Board Member Fernandes asked if there is any social media that can be shared.

Confidential Assistant Jaquays said that there is an event posted on the Walled Lake Farmers Market social media page that can be shared which includes all the event information.

2. East West Walled Lake Drive Parking / Sidewalks

Executive Director Whitt said due to the pandemic, the survey has not yet been completed and no update can be provided at this time.

DDA Board Member Easter asked for clarification on the downtown parking.

DDA Chairman Ambrose clarified that this was regarding the sidewalk study on East Walled Lake Drive between Pontiac Trail and Liberty.

Executive Director Whitt said that municipal parking spots are being enforced. Mr. Whitt reported that parking citations have been written for non-compliance to those who are defiant of the parking regulations. Mr. Whitt explained that an agreement is in place with the ownership of Greenhouse to relocate their curbside parking to their privately owned parking lot across Pontiac Trail.

Executive Director Whitt explained that there was construction downtown by Consumers Energy as they were making underground infrastructure improvements. Mr. Whitt clarified that this was not City work. Mr. Whitt added that emergency construction was done by the City in front of Barrels of Wine to repair sinkhole issues. Mr. Whitt explained that the city engineer was completing the sidewalk surveys.

DDA Board Member Easter commended the Greenhouse for their parking arrangement in their new private parking lot. Mr. Easter questioned if there was a way to do some beautification at the entrances to downtown Walled Lake.

Executive Director Whitt said the plan is to beautify the downtown area. Mr. Whitt said they are working on major improvements to the downtown aesthetics, parking, and park enhancements.

DDA Board Member Easter recalled looking at parking downtown by Market Street and Liberty and Pontiac Trail and increasing the size of downtown parking for angled parking. Mr. Easter wondered if this was a possibility to revisit.

DDA Chairman Ambrose said they would need to refer to the master plan since the downtown is reviewed as a whole.

DDA Chairman Ambrose commended Angel Ryan on her work toward maintaining the flower displays.

DDA Board Member Blair also commended Ms. Ryan on her efforts with the floral displays.

Executive Director Whitt opined that that Ms. Ryan is a great role model for volunteers.

NEW BUSINESS:

1. Draft Ordinance for Regulations on Public Parking at City Facilities

Executive Director Whitt explained that there is an opportunity for the DDA Board to provide input on the proposed parking ordinance that will go before the City Council for final approval at some point. Mr. Whitt suggested that board members identify areas of improvement or concern. Mr. Whitt said if any business owners have any concerns, please address them to Ms. Jaquays so she can relay it to City Administration and the City Attorney.

DDA Board Member Ackley asked if when we included parks, we did not include Riley Park. Ms. Ackley questioned if the only parking dedicated to Riley Park is the parking along Nicolet. Ms. Ackley also questioned the municipal parking located by the businesses.

DDA Chairman Ambrose recalled that the property was originally donated to the City by the Optimist club. Mr. Ambrose said for it to be maintained as a park, the DDA did pay for the initial parking lot but as businesses began to move in the City was able to form an agreement and lease some spots to the businesses.

Executive Director Whitt explained that the parking has been treated as municipal parking, for all areas located there. Mr. Whitt opined that the problem is that people did not want to walk toward East Walled Lake and the beach – but explained that the City did provide this parking for municipal parking and not exclusively for the park. Mr. Whitt said there was an agreement signed with the prior owners of the Pepino's Restaurant property, for mutual use by the city and the property owners. Mr. Whitt explained that this agreement allowed for traffic flow which provided a mutual benefit to all involved. Mr. Whitt explained that currently there is a proposal to reestablish a similar agreement with the new owners of the lot to allow similar access and use. Mr. Whitt opined that the city and DDA still need to keep the city parking lot a municipal lot but with regulations.

DDA Chairman Ambrose said he hopes this parking lot continues to alleviate the congestion and need for parking at East Walled Lake Drive.

Executive Director Whitt explained that one concern is overnight parking by users and suggested that there needs to be some regulation of that kind of parking activity.

EXECUTIVE DIRECTOR REPORT:

1. Report on Mercer Beach Closure and Rehabilitation

Police Chief Shakinas noted that the beach has become very popular. Mr. Shakinas said within a 30-day period, the Police Department had approximately a call a day to the beach. Mr. Shakinas said out of an abundance of caution it was necessary to close the beach until the Executive Orders are lifted or until the Coronavirus is no longer an issue.

Executive Director Whitt said after the decision was made to close the beach, the Department of Public Works recognized this as an opportunity to review maintenance at the beach. Mr. Whitt said the children's playground equipment has been removed and that the City is looking into funding for potentially replacing the playground structures. Mr. Whitt said the City is working on getting new signage at the beach to reinforce beach rules and regulations. Mr. Whitt said the City is additionally looking into alternative ways to close the beach for future closures.

Mr. Whitt clarified that the beach was closed because of a lack of social distancing by beachgoers.

2. Update on 2020 Farmers Market

Confidential Assistant Jaquays provided a recap of July's market. Ms. Jaquays explained that with the help of DPW they were able to expand the market space which has allowed for new vendors to participate. Ms. Jaquays said that the market included two nonprofit educators, Lakes Area Community Coalition and Hope not Handcuffs, to share resources and information. Ms. Jaquays said more information and updates throughout the season can be found on the Walled Lake Farmers Market social media pages. Ms. Jaquays expressed her excitement with the direction the market is headed.

DDA Chairman Ambrose commended Ms. Jaquays for the social media presence and said that the direction and layout is terrific.

Executive Director Whitt said Ms. Jaquays is handling the DDA information now and is taking lead on organizing social media. Mr. Whitt said Ms. Jaquays has been managing the DDA information as the DDA Managing Director is out on family leave. Mr. Whitt said Ms. Jaquays has been filling in and her job will be to create a similar social media presence for the DDA. Mr. Whitt said Ms. Jaquays has been appointed administratively as managing director and she will be working to improve the DDA's social media.

Mr. Whitt said Ms. Jaquays works in the front office as his assistant. Mr. Whitt said Ms. Jaquays is a graduate of Wayne State and that she is currently working on her master's in public administration. Mr. Whitt encouraged a motion to support Ms. Jaquays in her professional development.

**DDA 08-02-20 MOTION TO APPROVE EXECUTIVE DIRECTOR'S
APPOINTMENT OF MS. JAQUAYS AS INTERIM DDA
MANAGING DIRECTOR**

Motion by Blair, supported by Ackley: CARRIED UNANIMOUSLY: To approve the Executive Director's appointment of Ms. Jaquays as interim DDA Managing Director.

Ms. Jaquays thanked the board for their support.

Executive Director Whitt said that Ms. Pesta has been out on family leave with her baby girl and that she may be visiting this Friday at the Walled Lake Community Playhouse JET performance.

Executive Director Whitt said Mr. Lublin has been instrumental in recruiting and getting JET Theater to Walled Lake. Mr. Whitt thanked Mr. Lublin for his effort.

DDA Chairman Ambrose questioned the development happening at the Public Safety Campus and the connection to the MI Airline Trail, now a linear park.

Executive Director Whitt said the committee has met and asked Mr. Wolfson to provide some additional information. Mr. Whitt said it is his understanding that the committee is moving forward in putting an access bridge in place for the users of the Walled Lake Trail.

Mr. Wolfson said the committee discussed the location and visual aesthetics of a bridge. Mr. Wolfson said the committee made the decision to send their ideas to City Council for approval. Mr. Wolfson said Police Chief Shakinas provided information on the use of forfeiture funds.

DDA Board Member Blair commended DPW Team Lead Ladd with his phenomenal job in preparing information for the bridge.

Executive Director Whitt explained that he agrees with the committee in moving forward with establishing a Walled Lake Trail access bridge that will connect the Walled Lake Trail to the Public Safety Campus and the future Police Memorial site; which already has water facilities and restrooms.

**DDA 08-03-20 MOTION TO SUPPORT FUNDING THE BRIDGE AND
COMPLETION OF ENTRYWAY TO PUBLIC SAFTY CAMPUS.**

Motion by Lublin, supported by Blair: CARRIED UNANIMOUSLY: To support the funding of a bridge and completion of entryway to Public Safety Campus.

WARRANT REPORT:

**DDA 08-04-20 APPROVAL TO RECEIVE AND FILE THE WARRANT FOR
JULY 2020**

Motion by Lublin, supported by Easter: **CARRIED UNANIMOUSLY:** To receive and file the warrant for July 2020.

DDA Board Member Lublin noted that the DDA board members had saved over \$255,000 which improves the financial condition and adds to the fund balance of the Downtown Development Authority.

Executive Director Whitt explained that the DDA had changed the way operations were done by eliminating grandiose projects that only served political purposes. Mr. Whitt opined that the City's involvement in the Main Street program wasted money with little benefit to the city and by cutting back that involvement the DDA has saved the City money. Mr. Whitt requested the city finance director give an update on the DDA finances and the DDA fund balance.

Finance Director Barlass said that DDA management had ended the year with a \$256,000 savings. Ms. Barlass said our audited 2019 fund balance was 1.9 ½ million, so once those numbers are added together the DDA's unaudited fund balance will be well over 2.2 million.

Executive Director Whitt explained that prudent management decisions have saved the DDA money for use on real downtown development project. Mr. Whitt explained that the DDA is no longer wasting money on out of town trips and political projects. Mr. Whitt said he is proud of what this DDA board membership and his administration has done to improve the Walled Lake DDA finances.

AUDIENCE PARTICIPATION:

Council Member Owsinek thanked the DDA board members for their financial support in connecting Walled Lake's linear trail to the public safety campus. Mr. Owsinek said the DDA has worked with City Council and City Administration to improve walkability for the past 11 years. Mr. Owsinek said the campus enhancement will have a memorial to the fallen police, which will be a fitting tribute to the men and women who deserve remembrance. Mr. Owsinek said the bridge over the Greenaway train will allow easy access to the Farmers Market. Mr. Owsinek said this is an integral part to having a walkability city. Mr. Owsinek said he anticipates that City Council will support the additional funding as necessary to these additions that will add to the appeal to the greatest small town in Oakland County.

Jeff Zug – 420 Wellsboro – Mr. Zug said he moved into the City in August of 2003. Mr. Zug said when he first moved in, the Legato point development was approved but there is a still a problem with the beautification of this project. Mr. Zug said there are still no trees on the northern border between Legato Point and Wellsboro Street. Mr. Zug said the development still has not put in trees and would appreciate more landscaping.

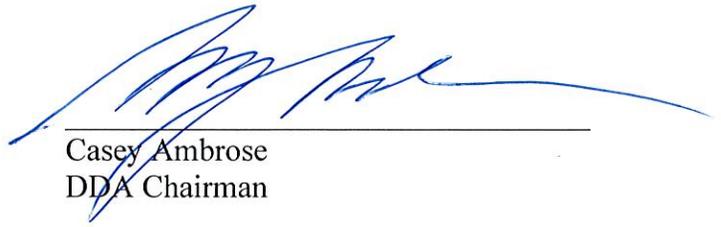
ADJOURNMENT:

DDA 08-05-20 ADJOURNMENT

Motion by Ambrose, seconded by Lublin; CARRIED UNANIMOUSLY: To adjourn the meeting at 4:55 p.m.



Hana Jaquays
Confidential Assistant



Casey Ambrose
DDA Chairman