



**CITY OF WALLED LAKE  
DOWNTOWN DEVELOPMENT AUTHORITY  
TUESDAY, AUGUST 12, 2014**

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

**ROLL CALL:** Ackley, Ambrose, Blair, Lublin, Marshall, Ramsey, \*Shuman

**ABSENT:** Kimmel, Wlodarczyk, Allen

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

**OTHERS PRESENT:** Executive Director Whitt, Finance Director Coogan, Public Works Coordinator McGill, Council Member Owsinek, Council Member Robertson, Administrative Assistant Rodgers

**REQUESTS FOR AGENDA CHANGES:** None

**APPROVAL OF MINUTES:**

**DDA 08-01-14 APPROVAL OF THE MINUTES FROM THE JUNE 10, 2014 MEETING**

Motion by Lublin, supported by Ambrose: **CARRIED UNANIMOUSLY:** To approve the Minutes from the June 10, 2014 meeting.

**AUDIENCE PARTICIPATION:**

\*4:05 pm Shuman arrived

City Council Member Robertson stated that some people associated with the Urban Design Committee (UDC) had been involved in some activities that have caused concern for members of the City Council. He stated that a faction associated with the UDC would like to eliminate the City Council and bypass appropriate authority when making expenditures on certain administrative matters. He stated he is aware that the City has an outstanding invoice for a media advertisement placed by a person associated with the UDC. He stated that expenditures have to be approved by the Director of the DDA. He explained that the individual placed the advertisement and incurred the debt on her own and that this was the second time the person had done something similar and that the first time she incurred a debt she was told she had no business doing that yet she did it again without authorization. He stated he wanted the DDA board to take appropriate action.

Council Member Owsinek also criticized the errors in the advertisement. He stated the advertisement used the wrong logo and misstates the Downtown Development Authority as a "Downtown Development Association." He stated also states that the advertisement says the UDC is responsible for granting façade and sign grants. He said the last time he checked the

whole DDA board had to approve things and then goes to the Executive Director to have the money spent. He asked the question "Since when is the tail wagging the dog?"

Council Member Owsinek said the invoice has two names on it and if it were up to him those two individuals would be responsible for the cost of the advertisement seeing as how they did not go through proper channels.

Council Member Robertson said this was not the first time this person had made an unauthorized expenditure and that we have a self appointed liaison to the Planning Commission from the UDC. He stated if the Mayor has not made such an appointment he could not know how that happened. He stated that one cannot be a loose cannon and that people had stepped way over the line in his opinion.

Council Member Owsinek asked the questions: "Why do we even need an Urban Design Committee?" He said since the DDA is no longer part of the Mainstreet program why keep UDC, why can't this business be taken care of by the body as a whole. He added that if an advertisement is going to be placed, at least have it proofread and then go through the proper channels.

DDA Board Member Lublin explained there are definitely errors and it should have been sent for approval. He stated that in the past UDC had run ads in the Spinal Column for promotions with no DDA approval. He said he thought there was a precedent for the UDC making motions and approving payments. He said they did that at the UDC meeting but did not go through the regular DDA board but after this particular day it's a good idea to go to the DDA board for any payment to be made. He said the UDC is there to watch over the façade and sign grant so maybe its better to moving the façade and sign grants into DDA board and disband the UDC committee and the items having to do with the design can be implemented through the DDA Board.

DDA Board Member Marshall stated he didn't realize that anybody who was on a committee could spend money. Executive Direct Whitt explained that Michigan Law prohibits the expenditure of money without authorization by the DDA Board. Director Whitt explained that the fact that an item is budget doesn't give people independent authority to spend.

Director Whitt disavowed any knowledge of the advertisement which he stated was full of incorrect information and that no one on staff had anything to do with advertisement. He explained that it was his understanding that Valerie Kemp had represented herself as an official of Walled Lake and incurred the debt identified by the invoice even though the advertisement was never approved by anyone. He stated he could not pay the invoice until it was approved at a different level. He explained that the Board can have a discussion how to take care of a bill because it was incurred by someone who is not officially employed and holds no office with the City. He said there is a \$471 invoice that the vendor, West End Magazine believes should be paid by somebody.

Ms. Kemp requested to say something to the DDA board. Ms. Kemp stated: "I got approval from the UDC for that ad." She said since the Spinal Column isn't as strong as it used to be that the UDC didn't think that would be effective so they would put something in the West End Magazine. She said this was collectively decided.

She stated she was the main interface for the UDC and the West End Magazine but it was not her total idea for the advertisement. She stated when the UDC decided what the advertisement should say then there was some urgency to get it in during the summer. She said she interfaced with West End as far as the graphics were concerned. She stated that West End said they would take the logo from the City website. She said they did that. She said it was a total oversight as far as the error regarding "Association" verse "Authority." She restated that the advertisement was not her idea but a collective idea of the UDC.

Mayor Ackley took issue with some of the discussion and explained that the UDC came to the DDA Board and stated they were not going to spend the money they had been spending, that they were going to reconsider and maybe do a full page advertisement and they were going to come to the full Board before any advertisement was done. She asked if anyone on the Board remembered this. Board members stated they recalled UDC members stating that at a DDA Board meeting.

There was lengthy discussion regarding the lack of authority the UDC and it's recent activities. DDA Board Member Lublin made a motion to disband the Urban Design Committee and take the full functions of the committee to the DDA Board. Discussion followed and the motion was restated to include two other committees.

Motion by Lublin, supported by Ramsey: CARRIED UNANIMOUSLY: To disband the Urban Design Committee, Finance Committee and the Executive Committee and take the full functions of those committee to the full DDA Board.

**DDA 08-02-14            MOTION TO DISBAND THE URBAN DESIGN COMMITTEE,  
FINANCE COMMITTEE, AND EXECUTIVE COMMITTEE AND  
TAKE THE FUNCTIONS OF THOSE COMMITTEES TO THE  
FULL DDA BOARD**

Motion by Lublin, supported by Ramsey: CARRIED UNANIMOUSLY: To disband the Urban Design Committee, Finance Committee, and the Executive Committee and take the functions of those committees to the full DDA Board.

**DDA 08-03-14            MOTION TO MAKE THE CORRECTIVE MEASURE AND  
NECESSARY PAYMENT TO THE WESTEND MAGAZINE**

Motion by Ackley, supported by Shuman: CARRIED UNANIMOUSLY: To make the corrective and necessary payment to the West End Magazine.

**I.        CONSIDERATION OF WARRANT:**

**DDA 08-04-14            APPROVAL OF THE WARRANT FOR JULY 2014**

Motion by Lublin, supported by Blair: CARRIED UNANIMOUSLY: To approve the warrant for July 2014.

**II.       OLD BUSINESS: None**

**III. NEW BUSINESS:** None

**IV. OTHER BUSINESS:**

**A. Planning and Development Report**

Executive Director Whitt said that the Developer has not presented anything more for the downtown development but they went to the county to the Brownfield testing. The City has required them to do a traffic study but they have not done that. Executive Director Whitt said someone put a fence up in front of the door of Blue Bliss. There appears to be a dispute between the two owners. The City has two liquor license applications that have the right zoning for a liquor license application: Jeff's Kitchen and Sushi Den. City Council gave direction to the City staff to do a full review. The 1010 building has Easter Seals has acquired to lease a part of the building. Walled Lake Villas are owned by a nonprofit group and is looking to rehabilitate the building; the bigger picture is they are looking for another Payment In Lieu of Taxes (PILOT). Back in 1976 the City agreed to a PILOT in a consent judgment. The Walled Lake Villas that were parceled out with the townhouses, the City gets a PILOT for them. The nonprofit wants to try to get another PILOT by refinancing.

**B. Design Committee Report**

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

Deputy Managing Director Rodgers said that the next Pet Awareness Day meeting is August 20 at the DDA office at 4 PM.

**D. Executive Director Report**

**V. CORRESPONDENCE:** None

**VI. ADJOURNMENT:**

**DDA 08-05-14 ADJOURNMENT**

Motion by Ramsey, seconded by Shuman; CARRIED UNANIMOUSLY: To adjourn the meeting at 4:53 p.m.

  
\_\_\_\_\_  
Chelsea Rodgers  
Deputy Managing Director

  
\_\_\_\_\_  
DDA Chairman Ambrose