



MINUTES
DDA BOARD MEETING
8:30 AM - Thursday, February 15, 2024
Back Office Studios - 13 N. Washington St.

1. CALL TO ORDER

2. ROLL CALL

PATTON DOYLE (C)	A (attended online)	KAYIA HINTON	P
YLONDIA PORTIS	P	ANDY FRENCH (V)	P
DIETER OTTO	P	PAUL AJLOUNY	P
MALISSA GILLETT	P	VALORY BROWN	A
NICOLE BROWN	P	BRIAN JONES-CHANCE	A (attended online)
BRYAN FOLEY	P	GERRY KREINER	P
REX RICHIE	A		

Staff Present: DDA: Elize Jekabson, City: Katie Jones, Bonnie Wessler

3. AGENDA APPROVAL

Nicole Brown motioned to approve the agenda. Malissa Gillett supported the motion. Motion passed - unanimous.

4. APPROVAL OF MINUTES

Paul Ajlouny motioned to approve the December 21, 2023 Board Meeting minutes and Bryan Foley supported the motion. Motion passed - unanimous.

5. PUBLIC COMMENT (3 MINUTES EACH) - none.

6. STAFF/FINANCIAL REPORT

A. Staff Report - Staff report given by DDA Interim Director, Elize Jekabson

B. Financial Report - Financial report given by staff.

7. COMMITTEE REPORTS

A. Operations and Finance Committee

Committee report provided by Andy French.

8. CONSENT AGENDA

A. N. Huron Billboard - \$375 Downtown

B. W. Cross Hanging Planters - 36 at \$16,200

Andy French motioned to approve the consent agenda and Dieter Otto supported the motion. Motion passed - unanimous.

9. NEW BUSINESS

A. POW Strategies - Strategic Planning update with Cristina Sheppard-Decius

POW Strategies presented the strategic plan from the December meeting.

Connectivity/ Business Vitality/ Organizational Depth and Reach

Mission and vision statements available at each board meeting - posted on agenda. Staff can also include the templates for strategic plan and CIP plan at board meetings to review.

B. N. Washington Lights Project - DPS Director Bonnie Wessler

There are eight non-functioning lights on N. Washington. The city has provided a quote from DTE for \$66,000 for the work. The city proposes that the DDA pay the capital cost and then the city would pay the ongoing upkeep costs.

The board considered timelines. Business owners on N. Washington have expressed that they would like this project done as soon as possible.

Staff explained that this would be coming from reserves if the board chose to do the project ASAP.

Malissa Gillett motioned to approve the project as presented, and Dieter Otto supported the motion.

The group agreed to consider after the budget is discussed.

Malissa withdrew her motion to discuss after the budget discussion. Dieter Otto supported the withdrawal.

C. FY 24/25 Budget

Downtown

Staff prefers to budget a little more generously and rather than continuously need to come back to the board for adjustments. Line items increased include: Meeting rooms, Conference and meetings, legal, IGA 20%, WM, Holiday lighting and maintenance.

Solar grant funds are a carry over to honor some earmarked projects.

Community health is at 25k, the budget in the packet has a mistake, though staff recommends this line item to be higher to allow room for new projects. 25k may be entirely allocated to the overnight shelter, leaving little to work with for other community health issues.

Miscellaneous wages will be removed, as new staffing contracts should cover the gap this line item addressed.

Depot Town

We will be using the funds that were saved for parking used for plaza.

Facade and Rehab have been gutted again.

Holiday Lighting at 5k should be \$7500 in the budget (fix from ops and finance)

West Cross

No major changes, TIF was increased to account for TIF renewal if we are to start that process this year.

Andy French motioned to approve the 24/25 fiscal year budget with discussed amendments and Dieter Otto supported the motion. Motion passed - unanimous.

Malissa Gillett motioned to move on the Washington Street Lights project in the 23/24 FY and Dieter Otto supported the motion. Motion passed - unanimous.

D. Administrative Services Agreement, Director Discussion

Staff is looking to approve the Admin Services Agreement. It has been calculated into the budget. The employees benefits will be included in the IGA.

Staff will provide this agreement to the City Manager, who will have it reviewed by their attorney, and will take it to City Council for approval.

Kayia Hinton and Nicole Brown left at 10:34am.

Dieter Otto motioned to approve the Administrative Services Agreement and Malissa Gillett supported the motion. Motion passed - unanimous.

Andy French motioned for the Executive Committee to negotiate a contract with Interim DDA Director Elize Jakobson, and bring it to next month's meeting for a full board approval. Dieter Otto supported the motion. Motion passed - unanimous.

10. PROPOSED BUSINESS -none.

11. PUBLIC COMMENT (3 MINUTES) - none.

12. ADJOURNMENT Adjourned at 10:37am