



**DOWNTOWN DEVELOPMENT AUTHORITY  
MINUTES OF THE BOARD MEETING**  
held on October 19, 2011

A regular meeting of the Downtown Development Authority held at the City Hall Community Center was called to order at 4:05 p.m.

**#2 - ROLL CALL**

PRESENT: Bill Kelly, Mary Liz Curtin, Mike Lang, Sara Riza, Penny Luebs, Paul Nielsen, Christine Ryan

STAFF: Joan Horton, Jim Albus

ABSENT: Nicole Seals, Marshall Choinski, Brian Mooney, Brian Sutherland, Sheryl Gerald

**#3 - CONSENT AGENDA ITEMS**

- a. September 21, 2011 Regular Meeting Minutes
- b. September Financial Report

**MOTION BY:** Bill Kelly  
**SECOND BY:** Mike Lang

**RESOLVED**, that the minutes of the September 21, 2011 Regular Meeting Minutes and the September Financial Report be approved.

**MOTION CARRIED UNANIMOUSLY**

**#4 - City Manager Report**  
No report

**#5 - Building Department Report**

- Another interested party - a realtor - has inquired about 54 W. 14 Mile Rd ( Brown Bag It building)
- Village Shoe Inn is working on interior renovations and will be scheduled for Site Plan Review for exterior improvements

## #7 - Director Report

- The Main Street Oakland County Press Conference was a huge success and can be viewed on the county website
- Oct / Nov Downtown Destination newsletter was completed & sent to subscribers
- The expansion considered for Moose Winooski will not occur as lease terms could not be reached for the new space
- Renovations by Mr. Mehta to 247-255-259 E. 14 Mile Road appear complete with the installation of the awnings & exterior lighting last week.
- The property owner of 243 E. 14 Mile Road and the business owner, Main Street Liquor, have both received citations from code enforcement for disrepair of the parking lot. The terms of their lease agreement will determine the responsible party.
- A meeting is in the process of scheduling between city and DDA representatives, the streetscape general contractor and planter supplier regarding the downtown planters.
- DTE has identified and sent a detailed listing to the city with the location of all leaning or twisted streetlights. Upon confirmation, they will begin repairs.
- DTE also relayed information from Halophane, the light manufacturer, on banner arms and wind resistance. I have requested the Halophane representative meet with the DDA design committee to discuss.
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## #8 - Old Business - Committee Reports

### a. Design

The committee is reviewing and updating the Business Assistance Grant Program. Bill Kelly reports that parking committee meetings are ongoing and currently focus on designated employee parking areas.

### b. Organization

No report

### c. Promotion

Sara Riza reports the committee is finalizing preparations for the Halloween events.

### d. Economic Restructuring

The committee is scheduled to meet later this week to determine a work plan.

## #9 - New Business

### b. Consideration of disbursement of funds for the Business Assistance Grant for facade improvements to Fair-Way Tile & Carpet at 21 E. 14 Mile Road, as approved

The board agrees to follow the Design Committee recommendation to grant funds in the amount of \$3,500.00 for the window & glass replacement. Funding for the exterior sheet brick was rejected.

**RESOLVED**, to approve disbursement of funds for the Business Assistance Grant for facade improvements to Fair-Way Tile & Carpet at 21 E. 14 Mile Road in the amount of \$3,500.00, as approved.

**MOTION BY:** Sara Riza  
**SECOND BY:** Mike Lang

**MOTION CARRIED UNANIMOUSLY**

**#9 - Non-Agenda Items**

Mary Liz Curtin reports that due to work commitments, Marshall Choinski has submitted his resignation as a DDA board member and Treasurer.

Nomination of Sara Riza for Treasurer

**MOTION BY:** Mike Lang  
**SECOND BY:** Bill Kelly

**MOTION CARRIED UNANIMOUSLY**

**#10 - Public Discussion**

No public discussion

**#11 - Adjournment**

**MOTION BY:** Bill Kelly  
**SECOND BY:** Christine Ryan

**MOTION CARRIED UNANIMOUSLY**

The meeting was adjourned at 4:36 p.m.