



**DOWNTOWN DEVELOPMENT AUTHORITY
MINUTES OF THE BOARD MEETING**
held on November 16, 2011

A regular meeting of the Downtown Development Authority held at the City Hall Community Center was called to order at 4:15 p.m.

#2 - Roll Call

PRESENT: Mary Liz Curtin, Bill Kelly, Sara Riza, Mike Bolger, Penny Luebs, Brian Mooney, Nicole Seals (arr. 4:20 p.m.)

STAFF: Joan Horton, Mark Pollock, Jim Albus

ABSENT: Brian Sutherland, Paul Nielsen, Mike Lang, Christine Ryan

ALSO PRESENT: Jon Kingsepp (City Attorney), Bonnie Scott (Design Committee)

Joan Horton requests a Budget Amendment Request be added to the agenda as item 8c.

MOTION BY: Bill Kelly
SECOND BY: Sara Riza

RESOLVED, to add a Budget Amendment Request to the agenda as item 8c.

Mary Liz Curtin request to add a discussion of the regular meeting time to the agenda as item 8d.

MOTION BY: Bill Kelly
SECOND BY: Sara Riza

RESOLVED, to add Discussion of the regular meeting time to the agenda as item 8d.

#3 - CONSENT AGENDA ITEMS

a. October 19, 2011 Regular Meeting Minutes

b. October Financial Report

MOTION BY: Bill Kelly
SECOND BY: Sara Riza

RESOLVED, that the October 1, 2011 Regular Meeting Minutes and the October Financial Report be approved.

MOTION CARRIED UNANIMOUSLY

#4 - City Manager Report

No report. City Attorney Jon Kingsepp is introduced and gives an update on outstanding streetscape issues.

#5 - Building Department Report

- Initial Merchant License has been filed for LC Luggage to operate at 25 S. Main Street
- Initial Merchant License was filed and rescinded for 255 E. 14 Mile Road
- Improvements continue at Village Shoe Inn, 250 E. 14 Mile Road. Owner will appear before Planning Commission on December 13, 2011 for outstanding items.
- Repairs were completed to the storm drain behind Glidden Paint, 110 S. Main, to correct standing water issues.

#6 - Director Report

- A party gift bag/candy store is exploring the possibility of opening for business at 14 Church Avenue in the early part of 2012.
- Working with the board chair and MSOC to set a date for a Main Street Town Hall Meeting in mid to late January.
- At the request of the ER Committee, information regarding a community phone app was sent to MSOC for review and possible purchase. The app would provide information on all of the Oakland County Main Street businesses.
- The December 21, 2011 meeting will be held at Leon & Lulu, 96 W. 14 Mile Road, and all DDA volunteers and committee members will be invited to join at 5 p.m. for a holiday get-together and volunteer appreciation.
- Resignations from the board have been received by Marshall Choinski and Sheryl Gerald

#7 - Old Business - Committee Reports

a. Design

Bill Kelly reports Parking Committee meetings are ongoing.

b. Organization

No report

c. Promotion

No report

d. Economic Restructuring

No report

#8 - New Business

a. Consideration of a Business Assistance Grant for facade improvements to D'Lazo Salon & Spa at 50 N. Main Street

The board agrees to follow the Design Committee recommendation to grant funds in the amount of \$700.00 for awnings to three windows on the front facade.

MOTION BY: Mike Bolger
SECOND BY: Nicole Seals

RESOLVED, to approve a Business Assistance Grant for D'Lazo Salon & Spa at 50 N. Main Street in the amount of \$700.00 for awnings to three windows on the front facade.

MOTION CARRIED UNANIMOUSLY

b. Consideration of scheduling a Main Street Town Hall Meeting

The board requests the director and chair coordinate schedules with MSOC to find possible dates in mid to late January for a Town Hall meeting.

c. Consideration of a Budget Adjustment Request moving \$1,500.00 from the line item Operating Supplies to the line item Printing/Copy to allow accurate tracking of expenditures.

MOTION BY: Brian Mooney
SECOND BY: Nicole Seals

RESOLVED, to approve a Budget Adjustment Request moving \$1,500.00 from the line item Operating Supplies to the line item Printing/Copy to allow accurate tracking of expenditures.

MOTION CARRIED UNANIMOUSLY

d. Consideration of changing the regular meeting time.

Upon consideration the board agrees to leave the regular meeting time unchanged at this time but will further explore ia 4:15 p.m. or 4:30 p.m. start time.

9. Non-Agenda Items

No Items

10. Public Discussion

No Public Discussion

11. Adjournment

MOTION BY: Brian Mooney

SECOND BY: Bill Kelly

MOTION CARRIED UNANIMOUSLY

The meeting was adjourned at 4:52 p.m.