

**PROPOSED MINUTES OF THE
CITY OF ST. CLAIR SHORES
DOWNTOWN DEVELOPMENT AUTHORITY**

Wednesday, May 10, 2023

Regular Meeting of the Downtown Development Authority, held in the Jefferson Conference Room,
located at 27600 Jefferson Avenue, St. Clair Shores, Michigan.

Present:

Gloria Kinne
Mary Bricolas
Anna Casali
Dave Harden
Kyle McKee
Sean O'Brien
Ryan Balicki
Amy Florek
Kip Walby

Also Present:

Denise Pike, CDI
Shantelle Hubbard, Recording Secretary
Liz Koto, City Planner

Absent:

None

1. Call to Order, Roll Call and Pledge of Allegiance

Kip Walby, Chairman, called the meeting to order at 10:00 am. Pledge of Allegiance was said.

2. Approval of Minutes of the April 12, 2023 meeting

Motion by O'Brien, seconded by McKee to approve the minutes from April 12, 2023.

3. Old Business

- a. Placemaking Grant Status -** Ms. Pike provided an update. She received an email from the landscape designer who said that the preliminary designs are done but plant materials have not been selected. She asked them to do that on our behalf. It is still expected that it will be done by the end of June. She stated to Florek that Cool City allocated \$5,000 for street furniture. We need to get that ordered and installed.
- b. Budget –** Ms. Pike gave the board the budget report. On the revenue side we captured \$22,145.67 which is consistent with what the assessor predicted the 2 mills would generate. The Grant miscellaneous number is the placemaking grant from the county indicating the \$20,000 in grant funds have been received. There is interest of \$87.06 and \$1.09 is the bank fee which leaves a balance of \$42,231.64 in revenue. This is a year to date figure, and this is a fiscal year budget which runs from July 1, 2022, to June 30, 2023. The board has spent \$6,641.52 to date. Pike thinks that it is largely legal services and lighting for Christmas but will ask the Finance Department for a breakdown of what those services are. There is a fund balance of \$35,588.62 but it does not show encumbered funds, namely the \$10,000 match that the DDA committed as part of the placemaking grant. The real unencumbered amount in the bank is \$25,588.62. Funds available for the next fiscal year will be available after the July taxes.

Pike explained that the next 2 mills that the board will capture will be accessible in July and TIF capture will be in 2024.

Pike explained the budget for the next fiscal year starting July 1st needs to be approved at the June 14, 2023 meeting.

Motion by Kinne, seconded by Florek to approve the financial report.

AYES: All NAYS: None

- c. **Flowerpots and Banners** – Kinne stated that we only allocated for so many, but it looks like there may be a flower pot on every pole. Bricolas stated that LSI called, and she was told we cannot do every other pole. Ms. Bricolas stated she already has four in front of her business, and it is costly to move those. Roy O'Brien has two. Dave Harden wanted two, so he wanted them in front of the theatre and one in front of Cache. Al Lahood wants two in front of his buildings. The south end does not have any. Kinne stated that we only allocated for so many of them, and the idea is that the purchase of a flower pot by a business was to support the downtown in its entirety, not the space in front of their business or building. Casali stated that it loses the continuity of the idea that the board agreed upon, which is alternating flowerpots with banners on every other flagpole. There are 28 poles so there should be 14 flower pots and 14 sets of banners. Ms. Pike and a few board members will count the poles to make sure the count is correct. Right now, we have 14 that will be paid for.

Ms. Pike met Banner Sign Company about the banners. He is putting together a quote doing banners in a sunbrella fabric with the Downtown St. Clair Shores logo. He is pricing 18" x 36" because it would look nice on the poles. They are looking at the small bracket set which is \$85 for a single banner plus \$65 for the banner. They are looking at \$2,000 for all of the single banners. Ms Pike explained that the banners need to be safely within the right of way, and not encroach too far into the line of sight of the road. The quote would be for blue banners with the anchor cut out in white and the lettering in yellow and white. Ms Pike explained that these banners and flowers pots would only be concentrated on Greater Mack between Nine Mack/Cavalier and Nine Mile. The banner will be double sided. To change out the banners they will be charged for installation and storage. A member asked about the production time so we know when we can actually put them up.

4. New Business

- a. **Approval of Resolution for submittal of SEMCOG Grant** – Ms. Pike explained that the board has been supportive of a TAP grant that we will be apply for in the fall, and we already received a placemaking grant that we are currently implementing. To piggyback on the placemaking grant, the city would like to submit for a Planning Grant for Complete Streets, which includes some financial investment on the part of this board.

Ms. Koto stated that SEMCOG received about a half million dollars for planning grants. There are several subjects they could have chosen from. They chose the idea of a Complete Street plan. This plan is for the Nine Mack DDA to make

it safer for pedestrians and cyclists by creating physical and/or visual barriers between the sidewalk and road for bikers and walkers, better identify crosswalks, or improve or widen sidewalks. Those are just a few of the ideas that could be included in the plan. They can ask for up to \$50,000 to write the plan and SEMCOG requires an 18.15 percent local match. In this case it would be \$9,075. The plan would also include information on ideas from transit stops to speed management. She believes that Nine Mile and the loop roads need to be addressed.

Ms. Koto indicated that these grants will be awarded during the summer and must be completed by June of 2024. This grant is due on May 15th.

Ms. Koto has a request in to Smart Growth America, which is a non-profit organization, to see what in-person or virtual training would cost. She will include the cost of the training in the grant application.

Mr. Walby asked if redesigning the street would be part of the plan. Ms. Koto stated that the road design would have to be taken into consideration as well as the landscaping that currently separates it.

Ms. Pike stated this grant would pay training and engineering to create a more complete street in the Nine Mack District. The engineering consultants will be looking at other design elements in addition to making Greater Mack area and include the surrounding part of the DDA along Nine Mile. Ms. Koto stated that it is not a drawing but a written report.

Depending upon the price, the hope would be to have Smart Growth America provide in-person or virtual training. Then we pick out what elements that we would want to put in the plan, or we can have our engineering just put one together. McKee stated that this would be an opportunity that the TAP grant would not pay for.

Ms. Pike stated that we have \$35,000, we have encumbered the \$10,000 for the placemaking grant, we will encumber money for the flowerpots and potentially encumber money for the banners, which she thinks can be billed in the next fiscal year. The balance of the DDA funds for the current fiscal year will be around \$12,000.

Moved by Florek, seconded by O'Brien, to approve the resolution and match for the submittal of the SEMCOG grant.

AYES: All NAYS: None

The joint sealing on Greater Mack should be done by the end of the week. Ms. Koto stated that at the next Social District we are going to have consultants out with yellow vests that will be giving out surveys for them to complete. They were at the pier grand opening and captured over 300 surveys. Surveys should be online. They will hand out business cards with the QR code on them. Casali suggested to do flyers with the QR code on them that they can hang up in the business.

5. Audience Participation –

Sasha Murphy introduced herself. She manages the downtown St. Clair Shores media pages. She has been doing this for about 2 ½ years. She can mention the crosswalks. She can also add the QR code to the pages.

6. Next Meeting Date – June 14, 2023, Jefferson Conference Room.

7. Announcements and Adjournment

Moved by Harden, seconded by Florek, to adjourn the meeting at 10:55 am.

DRAFT