

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

Wednesday, June 14, 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

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 May 10, 2023, meeting

Motion by O'Brien, seconded by Florek to approve the minutes from May 10, 2023.

3. Approval of Financial Report

Pike went over the financial report. According to the report the 2 mills added to the property taxes generated \$22,655.44 in 2023. The placemaking grant from the county added \$20,000.00 in revenue and interest on bonds per Renae it is just something that is across the board. On the expense side, \$2,000 was paid to the Nine Mack Merchants Association for the Christmas lights that was approved by the board and two Miller Canfield invoices in the amount of \$6,642.82 were paid during the year. The ending year balance of income over expenses is \$36,098.59.

During the last DDA meeting there was a conversation about flower pots on light poles in the district. There are a total of 27 poles - 14 poles with flowerpots and 13 poles for future banners. Ten flowerpots that were donated. The DDA would need to allocate funding for four of them. Walby asked McKee to get a bill for the four flowerpots and we can use it against the \$36,098.59. We don't close out fiscal year 2023 until mid-August.

Motioned by Balicki and seconded by Florek to receive and file the financial report.

AYES: All NAYS: None

4. Old Business

- a. **Approval of the FY24 Budget** – McKee went over the FY24 budget. Beginning fund balance may differ depending on the flowerpots when it will get pulled out. The proposed budget includes some legal fees and funding for the SEMCOG

planning grant budgeted in there. And the \$10,000 for the county grant for the rain garden carryover. He said that it is good to have more money than less. Cool city Committee is gifting \$5,000 to DDA which would go into the capital outlay. Pike stated that the \$5,000 is for seating and it was part of the match requirement for the county place making grant. That amount has not been transferred yet. It would increase revenue and capital outlay item and it will not change the end of the year balance. The flowerpot will be about \$1,100 which includes the maintenance for them. McKee asked if we would come back with the final numbers? Walby said that when they do the audit that would become the actual. He summarized that the pots are about \$4,400. The \$5,000 would be an interfund transfer.

Casali asked about more money for the Christmas display. She said that next year the price is going to go up. McKee said that we can leave it for now and when the bill comes in, they can adjust it. Kinne stated that we need to contact Paul at LSI to get a quote for this year and go over exactly what they want them to do. Casali said that if the amount was included, then it would be clear what Nine Mack can put in and what DDA can put in. It would be up to the board. Balicki stated that 18% is a lot of the capture money going to the seasonal lights. He said that it should not fall back on the city to spend most of our money for about three months of Christmas decorations. The consensus was to leave the allocation at \$2,000.

McKee asked about SEMCOG grant that timeline we would get final deliverables then ideally tried to apply sometime at the end of the year this year. They proposed to use the SEMCOG grant to pay for the engineering fees for the TAP grant. Implementation would be through the TAP grant. They would have to use major street funds to match the TAP grant. They would need city council to agree with the plan. Pike stated that the SEMCOG planning grant has not been awarded yet. We should know by July how much we are getting. Because the board voting on it, it is encumbered in there. Walby suggested that the person making a motion to approve the FY24 budget makes include \$4,500 for the pots and add the \$5,000 in the interfund for 2024.

Motion by O'Brien, and seconded by Balicki, to conditionally approve the budget subject to the changes that were outlined by the mayor.

AYES: All NAYS: None

- b. Request to purchase Banners for light poles in the downtown district –** Pike went over the proposed cost for the banners of \$4,459.80 and \$75 to create the vector file for the downtown logo. This is just for Mack for the 13 poles. Discussion of the logo for the banners. They are taking out the line and the word "local". Two colors in the banner. These are double sided. Approximately 60 days which is towards the end of the summer to produce. The board would like to see the mark up. Waiting for the mark up could end up delaying the production of the banners.

Motion by Florek, second by Kinne to approve a budget of \$5,000 to be used for the banners on the light poles and using the vector file. Denise

Pike to email everyone as to what the banner looks like and to move forward with the printing of the banners.

AYES: All NAYS: None

5. New Business

- a. Mural unveiling ceremony** – It is scheduled in the social district August 12th. Balicki has offered his patio for the VIP's. Ceremony at 5:30 and there will be entertainment. The city has approved collateral material and there will be coasters with the mural on it and the commemorative post cards. She asked for about 500 coasters which will be give aways. Kinne asked if after the ceremony that the post cards can be sold throughout the city. She said that Sasha suggested in making stickers of the downtown logo. Board not sure of the stickers. The city and the DIA own the rights to the mural. DIA is funding it. They will get a hard copy of the invitation for the ceremony.

- 6. Audience Participation** – Bricolas wanted to address the greenspaces that we have in the downtown district. The grass is dead half of it is covered in grubs. Not sure if there are sprinklers. Wants to know how to maintain the greenspace. Walby said that all the maintenance is part of the SAD that maintains that. Pike stated that she believes that it is LSI. Casali suggested that a letter from the DDA to the property owners in the downtown district to make their property presentable. It needs to be maintained. Property owners need to be aware of it. McKee stated that for the letters that if they are keeping up the ordinance then that is all they have to do. Balicki stated that there are signs in the right of way. McKee suggested that they do not put election signs in the right of way only on their own private property. Walby stated to the board to remove the signs.

- 7. Next Meeting Date – July 12, 2023, Jefferson Conference Room.**

- 8. Announcements and Adjournment**

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