



DOWNTOWN DEVELOPMENT AUTHORITY

# ROSCOMMON

## MEETING MINUTES

November 28, 2022 Rescheduled, No Quorum November 21, 2022

**Members Present:** CEO Ron Alden, President Thomas O'Brien (1), Treasurer Andrea Weiss (1), Secretary Sue Jock (2), Diane Love Suvada (3), Vice President Jim Anderson (2), Student Members - Riley Carter, Reanna Stern (alternate)

**Virtual:** Tom Barber (4)

**Excused:** Jessie Sharpe (3), Crystal Brabant (3), Sue McFatridge (3), Crystal Braybant (3), Peggy Kish (Resident) (1), Mike Walker (4), Phil Weiler (4)

**Absent:** None

**Others Present:** Dan Scow, Jim Perialis

Motion made by Sue Jock to accept the meeting minutes for October, second by Ron Alden, motion carried.

### Roscommon Downtown Development Authority – October 2022

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(Thru 11/18/22) Treasurer's report

Balance Forward	\$417,734.88
Deposits	\$850.00
	\$418,584.88
<i>Bills Approved Prior Month</i>	
Ck #1297 RARA (Winter Farm Market)	\$300.00
Ck #1298 Olivia Meadows	\$400.00
Ck #1299 VFW (Façade Grant)	\$1,812.50
<i>Bills to be approved</i>	
Ck #1300 Marcie Dankert-Nov. Winter Market	\$144.80
Ck #1301 Hometown Decorations	\$2,788.00
Ck #1302 Dan Scow	\$2,000.00
Ending Balance	\$411,139.58

Motion by to accept treasurer's report as presented by Ron Alden, second by Tom Barber, roll call, treasurer's report approved.

#### CORRESPONDENCE & PUBLIC COMMENT –

None-

#### COMMITTEE REPORTS

##### Managers' Report –

- Post Office: May open in the next week or two, unofficial notice.
- Christmas in the Village: 15 trees along streetscape, trial run.
- Chase Bank has reduced price down to \$299,000.00. Requested to purchase 100 ft. off the back but no comment.
- Benches: 15 purchased by DDA, the authority agreed 15 is enough at this time.
- Carnexa: purchased 3 EV charging stations. Low power charging stations (low flow 120V). They are installed and curious if the DDA would help with connection cost. Requested \$1,800. DDA to review. 2 more fast service (480) coming from GM looking for a place on Village Property. Request after installation does not meet guidelines.
- Peggy Kish, Andrea Weiss and Tom OBrien term expired December 20<sup>th</sup>.
- Grants: Spark Grant funding for bridge for Hiawatha project. Village council approved to submit for up to \$700,000 with 10% grant.
- EGLE grant: clean water grant received found 1 lead connector and replaced but replacing galvanized lines. Guidelines to connect certain percent a year expires 2030. Replaced 5 this year.
- Village council approved a part time assistant economic development staff member. Job posted and to be hire by end of the month.

##### Economic Administrator:

- Action Plan update for RRC and a "to do" list for the next 3 months: Spark grant pending, waiting on final budget. Master plan and economic plan need to be done completely. Housing is a priority and continued development.

##### Façade Grants –

- VFW Post new doors approved prior lower bid from second contractor. Paid \$1,812.50 final bill \$5995.52. Motion by Jim Anderson to pay ½ of the final bill minus paid amount, second by Sue Jock for the amount 1165.26.
- Spruce Lodge new roof \$5,000 / \$11,900-Roof is not complete and building is half painted. Requesting partial payment. Project much more than initially expected. Motion by Sue Jock to pay 50% of grant, second by Jim Anderson. Discussion agreeing hesitantly due to precedent but based off historic building and working on a shoestring was discussed. Roll call vote: 6 yeas, 1 nay, motion carried.
- Fleck's: Signage \$12,500, requesting \$5000. Motion made by Jim Anderson, second by Ron Alden, roll call, 6 yeas, 1 nay, motion carried.

### Old Business:

- Veteran - Thank You for Serving banners-discussed that they be rotated during October, November.
- Farmers Market: see attached
- Overhead Power line ordinance: Approved by village council, posted.
- Light pole maintenance: Continued and ongoing, checking GFI on outed posts today.
- Downtown Rehabilitation Grant: Looking for opinion on dollar value and number per year. Proposal out and reviewed by members for past two months. Primary concern of owners is funding for upgrades. If approved the idea needs to be reviewed by attorney. No objections to proceed with legal review.
- Match on Main Update: two applications submitted, one Roscommon Cleaner, second for Green's Tavern. To be announced December 6<sup>th</sup>.

### New Business:

- Economic Administrator Consultant Compensation: Looking for increase from 10 hours to 15 hours a week, \$40/hour. Motion made by Sue Jock to 15 hours a week and renewing 2023 contract. Roll call vote, motion approved.
- Carnexa: tabled to be reviewed by the façade grant committee.
- Five Year – Recreation Plan Review-Plans for Metro Park renovations discussed. Need to check legality of funding outside the DDA district.
- Proposed 2023 DDA Budget-Pending adjustments: Expenditures of \$244,151 with deficit spending that brings fund balance down to \$312,778. Motion made by Andrea Weiss, support by Ron Alden, roll call, motion carried.
- Student members: Motion to approve Riley Carter, Reanna Stern (alternate) by Sue Jock, second Andrea Weiss, motion approved.
- The CRAF Center new doors are installed and complete. Waiting for the final invoice. DDA agreed to pay up to \$15,000.

### Future Projects:

Future Projects: Village clock, Tank Creek bridge, music script for downtown sound system, Façade Grant 25% match, Start-up Incentive Grant

### Liaison Reports:

Village, Township, Chamber: volunteers for Winterfest. Moving indoors to Lyon Township fire hall.

Christmas in the Village – December 3<sup>rd</sup>., Reindeer Run, Baby it Cold Outside 6:30 pm

Next DDA Meeting – December 19<sup>th</sup>. Happy Hanukkah

Motion by Jim Anderson, second by Ron Alden, meeting adjourned at 10:20.

Secretary-Sue Jock