



**Downtown Development Authority**  
**Regular Meeting March 1, 2023 5:30 PM at Village Hall**  
**Meeting Minutes**

Call to order - 5:30 PM - Present: Bierwirth, Chavarry, Pauly, Zarantenello, Schuttler, Hinman

- Absent: Welter, Drier, Derucki

1. **Additions/Deletions to Agenda** - Add: 6A. Landscaping, Delete: 10. Facade Application
2. **Approval of Agenda** - **Motion: Bierwirth, Second: Schuttler - Motion Carries**
3. **Approval of February 2023 minutes** - **Motion: Hinman, Second: Bierwirth - Motion Carries**
4. **Financial Report** - Beginning Balance: \$124,024.79  
End Balance: \$120,862.29  
Checks written: \$3437.50 for facade improvement at 111 N. Elm  
Deposits: \$275 from Big C for market sponsorship
5. **Public Comment** - None
6. **Planters** - A proposal was made to add 4 planters around the municipal parking lot across from Big C lumber, and to refresh and update the 4 existing planters throughout the downtown district. It was agreed that this is a worthwhile project to beautify downtown and to make Three Oaks a more green village. A motion was made to allocate up to \$4,500 to this project. **Motion: Bierwirth, Second; Zarantenello - Motion Carries**
  - a. **Landscaping** - The landscaping committee presented a proposal for the watering and maintenance of downtown plantings for the spring and summer (May-September). Pending confirmation, they have a candidate who is insured that the village will contract for the work. They will bill the village monthly. A motion was made to allocate \$4,500 to the watering and maintenance of downtown plantings. **Motion: Bierwirth, Second: Schuttler - Motion Carries**
7. **Garbage Cans** - Village Manager Faulkner informed the board that there was a request from the public for an additional garbage can downtown. Board member Pauly noted the garbage can near the library is missing a lid. Pauly will work with Faulkner to identify where additions and repairs are needed.
8. **Market Manager Contract** - Some changes are needed to be made to the Market Manager's contract for the 2023 season, Village Manager Faulkner will work with Attorney Hilmer to make the necessary amendments.
9. **Social District** - Council liaison Hinman reported that the Village Council were willing to explore the idea of a downtown social district. Next steps: Chairperson Bierwirth will set up a time for interested board

members to meet with the City Manager of Bridgman to learn more, and a date for a public Q&A will be set at the April DDA meeting.

10. **DDA Appointments** - Three seats are up in April 2023: Bierwirth, Drier and Zarantenello. Village President Smith is still talking to current members about staying on, and seeking new members if need be. He will report back at the April DDA meeting.

11. **Public Comment** - None

**Adjourn - 6:21 PM** - Next meeting: April 5 @ 5:30 PM at Village Hall

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Term Expires - April 2023

Suzanna Bierwirth, Chair

Carolyn Drier

Ron Zarantenello

Term Expires - April 2024

Janet Schuttler, Vice Chair

Cristina Derucki

Term Expires - April 2025

Thomas Pauly

Marco Chavarry

Term Expires - April 2026

Johanna Welter

*Joseph Hinman - Village Council Liaison*