



**Downtown Development Authority
Regular Meeting November 4, 2021 5:30 PM at Village Hall
Meeting Minutes**

**Call to Order 5:33 PM - Present - Bierwirth, Derucki, Zarantenello, Drier, Pauly, Chavarry, Hinman
Absent - Froehlich, Schuttler**

1. Additions/Deletions to the Agenda - Add: Approve checks
2. Approval of Agenda - Motion Carries
3. Approval of August 2021 Minutes - Motion: Bierwirth - Second: Chavarry. Motion Carries
4. Financial Report - Beginning Balance: \$108,195.50 End Balance: \$108,195.50
5. Public Comment - None
6. Community Garden funding request - Representatives from the Three Oaks Community Garden were in attendance to request funding for repairs and maintenance for the 2022 season. DDA voted to partially fund the project, for a total of \$2,500. Motion: Pauly - Second: Derucki - Motion Carries.
7. Farmers' Market discussion - Plans for the 2022 Farmers' Market were discussed, DDA agreed that a new Market Master is needed and that the Village should continue to host a market if possible. Chavarry suggested changing the day, potentially to Wednesday evening. Bierwirth and Derucki agreed to collaborate on a job description for the Market Master, and a motion was made to table further discussion until the December meeting. Motion: Bierwirth - Second: Hinman - Motion Carries
8. Discussion with Derek Sever from Abonmarche - Sever was in attendance to discuss and provide guidance on items pertinent to future DDA projects - Main St. tree replacement plan, and downtown signage plan. Sever suggested working with Kathy Burzak to build a long-term tree replacement plan. Village Manager and Sever agreed to work together on updating MDOT signage downtown, and Sever will facilitate in improving informational signage in the downtown area.
9. Trash Cans - Chavarry presented observations on garbage cans throughout downtown, noting that several are unused, others are overused and some are in need of repair. DDA agreed that the existing trash cans can be better utilized. Chavarry will get quotes for repair and maintenance of the trash cans, and Chavarry and Zarantenello will work together on proposing better locations for underused bins.
10. Adding DDA members - tabled until December, 2021 meeting.
11. Veterans Banners - Hinman presented a project to the DDA to be done with the TO Legion post - through Harrington Photography, print and hang light pole banners featuring local veterans. The total cost of the project is estimated to be \$1,300 - \$1,500. DDA agreed to help fund the project, Hinman will follow up at the December meeting.
12. Snowflake Strol - Final details of the 2021 Snowflake Stroll were discussed. The events

thus far include:

- Two baby Clydesdales provided by Sandy Acres in Carver Park
- Potential small parade at 5 PM, preceding the tree lighting
- Santa and sleigh in Carver Park
- Ice Carver at Chamberlain Path from 2-4 PM
- Travelling Carolers from 2-4 PM
- Tree Lighting in Carver Park around 6 PM
- Stacey Koziel performing in Heritage Hall

13. Holiday lighting - All lights and decorations for downtown and Dewey Cannon Park gazebo are in. Gazebo lighting will be hung November 15 and 16, Chavarry would like volunteers to get everything hung.

14. December DDA meeting - Due to the amount of work currently in process, DDA decided it is necessary to meet in December.

15. Approve checks - A number of checks were approved by DDA:

- Wildroot Farms LLC - \$9,802.29 - Motion: Bierwirth - Second: Zarantenello - Motion Carries
- Seiferts Farm Supply - \$400 - Motion: Bierwirth - Second: Zarantenello - Motion Carries
- Harbor Country Chamber of Commerce - Tabled
- Lights - \$874.25 and \$4979.96 - Motion: Bierwirth - Second: Derucki - Motion Carries
- Three Oaks Community Garden - \$2,500 - Motion: Bierwirth - Second: Pauly - Motion Carries

Next meeting - December 1, 5:30 PM @ Village Hall

Term Expires - April 2022

Colleen Froehlich

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

Joseph Hinman - Village Council Liaison