



**Downtown Development Authority
Regular Meeting January 5, 2022 5:30 PM at Village Hall
Meeting Minutes**

**Call to Order 5:34 PM - Present - Bierwirth, Derucki, Drier, Froehlich, Pauly, Chavarro.
Absent - Zarantenello, Schuttler**

- 1. Additions/Deletions to Agenda - Added 4b - quote to restripe Dewey Cannon parking lot.**
- 2. Approval of Agenda - Motion: Bierwirth - Second: Chavarry. Motion Carries**
- 3. Approval of 12/21 Minutes - Edited to add two points to item number 8: Farmer's Market discussion - added months of operation (June to October) and stipulation that the board requires minimum 20 vendors to go forward with market. Motion: Bierwirth - Second: Chavarry. Motion Carries**
- 4. Financial Report - Beginning Balance: \$94,958.46 End Balance: \$90,062.69**
 - a. Approval of reimbursement checks to Chavarry for holiday decorations - \$1,807.78, and to Bierwirth for webinar registration - \$240.**
 - b. Approval of quote - A quote to restripe the Dewey Cannon Park parking lot for \$975 will be presented to Village Council on 1/12/22.**
- 5. Public Comment - None**

- 6. Farmer's Market update - Chairperson Bierwirth has registered for a series of webinars through the Michigan Farmers' Market Association, and will present progress of Market at the February 2022 DDA and Village Council meetings.**
- 7. Signage Study - DDA board members will convene over the coming months to assess downtown signage and propose changes and solutions to issues that may exist currently.**
- 8. Murals - Chairperson Bierwirth presented the idea of the DDA/Village supporting and possibly subsidizing the commissioning of murals in the downtown district. After discussion, it was decided such efforts are best left up to the business owners.**
- 9. Downtown tree plan - Chavarry has been in contact with a landscape architect with municipal experience to offer consultation on a plan to replace the current Bradford pear trees along Elm St. He and chairperson Bierwirth encouraged other board members, if able, to consult with others with relevant experience on a long term plan. Village Manager Faulkner advised that such projects be worked into the yearly budget.**
- 10. Request to add paid Social Media Assistant for May to October - The Board inquired as to the possibility of adding a part time position to handle the Village's social media and website. Village Manager Faulkner advised that there are changes upcoming to the office structure, and a more firm answer could be given after that. The possibility of contracting such work was also discussed.**
- 11. Request for status of additional Employee for present & future Landscape**

maintenance - The status of additional DPW support is still unknown. Village Manager Faulkner advised that we will have a more clear outlook as we move forward implementing an IPP (Industrial Pretreatment Program), which will require an additional position in the Water Department and affect the structure of the DPW overall.

12. Downtown Pollinators - Chavarry presented the idea of planting pollinator-friendly plants in the downtown district, and has met with Steve Diller of the Harbor Country Rotary Club, who is willing to partner with the village in providing plants. The execution of such a project is contingent upon having the labor to maintain, which at this point in time is unclear.
13. Veteran's Banners - Discussed and ultimately tabled until next meeting when a representative from the Legion can provide more information.
14. Dewey Cannon mini workshop - Ahead of a larger working session with the Parks and Reg board, DDA compiled a 'wishlist' of ideas for Dewey Cannon Park, including:
 - Permanent pavilion-like structure at the south end of the park, along the tracks, to house the a future farmers' market and other events.
 - Additional parking along the south side of the park.
 - ADA compliant bathrooms, off the back of the police station.
 - A feature wall around the bathrooms, blocking them from general view and guiding foot traffic.
 - Moving the cannon to either the southwest or northwest corner of the park, preferably southwest.
 - A potential water feature at the current cannon site.
 - Picnic areas on the north end of the park, on either side of the AEC/Police station building.
 - Addressing drainage issues in the south end of the park.
 - A movie screen and speakers in the stage area.

15. Public Comment - None

Adjourn - 7:15 PM Next meeting February 2, 2022 @5:30 PM at 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

