

DOWNTOWN DEVELOPMENT AUTHORITY/MAIN STREET

CITY OF OTSEGO

March 18, 2019

7:30 A.M., Otsego City Hall

A Special Meeting of the Otsego Downtown Development Authority (D.D.A.)/Main Street Board was held Monday, March 18, 2019.

Chairman Bennett called the meeting to order at 7:30 a.m. with the following members present: Ben Pobocik, Toby Esterline, Scot Reitenour, Stacey Withee, Sue Cramer, and Kim Rayburn. Absent: Cyndi Trobeck and Bruce Meles. Also present: Main Street Manager, Joel Saukas; DPW Superintendent, Mike Bosch; Dave Rayman, Economic Development Director; and Finance Director, Matthew Storbeck.

APPROVAL OF REGULAR MINUTES

Member Rayburn moved to approve the February 11, 2019, minutes, seconded by Member Pobocik. CARRIED

TREASURER'S REPORT

Member Pobocik moved to approve the February 2019 Treasurer's Report, seconded by Member Withee. CARRIED.

Member Meles arrived at 7:35 a.m.

DISCUSSION ITEMS

A. DISCUSSION OF TIF AND BUDGET CHANGES FOR THE YEAR

Main Street Manager Saukas briefly reviewed the memo that City Manager Mitchell had prepared explaining the upcoming changes in how the DDA/Main Street is funded. Manager Mitchell explained that no funds will be generated through the TIF capture or the County and all funding will now come in the form of reimbursement from the State. He stated that these funds from the State will not be available until October, unlike the TIF money that was collected in July/August. Manager Mitchell stated that funding will now come 100% from the City's General Fund reimbursement from the State. He commented that the City will be funding the DDA entirely, no longer will County Taxes be included. At this time, Finance Director Storbeck explained the history of the DDA and the TIF capture. He also commented that the LCSA funds (State reimbursement) are an unknown year to year. Member Meles asked where the funds would go if the DDA/MS did not use them. Finance Director Storbeck stated that all of the funds come to the City and the City disperses a portion of their funds to the DDA/MS, so the funds would stay with the City. A discussion took place regarding the future funding of the DDA/MS.

B. DISCUSSION OF BIDS AND COST TO THE BACK ALLEY PROJECT

DPW Supervisor Bosch presented the Board with the quotes he had received for the back alley project. Chairman Bennett commented that this project is in this fiscal year's budget. The DDA/MS has set aside \$60,000, for the project. A portion of the project will also be funded by the City's Local Street Fund. Member Meles moved to approve the quotes from VanderVeen Excavating and Gebbon's Concrete, as presented, for the north back alley project on East Allegan Street, seconded by Member Cramer. CARRIED.

## COMMITTEE CHAIR UPDATES

Scott Reitenour, Design Committee – he gave an update on the following: Gus Macker Conference, Alley project, and the dam.

Kim Rayburn & Main Street Manager Saukas, Organizational & Promotions Committees –they gave an update on the following: Work Plans were presented and reviewed.

Stacey Withee, ER Committee – she gave an update on the following: MEDC representative will be attending their upcoming meeting.

## CONSIDERATIONS

### 1. CONSIDERATION OF 2019-2020 WORK PLANS

Member Withee moved to approve the Art Garden Maintenance Work Plan, seconded by Member Rayburn. CARRIED.

Member Esterline moved to approve the Downtown Summer Flower Work Plan, seconded by Member Pobocik. CARRIED.

Member Pobocik moved to approve the Ice Rink Work Plan, seconded by Member Reitenour. CARRIED.

Member Cramer departed at 8:26 a.m.

Member Meles moved to approve the Riverfront Pavilion Work Plan, seconded by Member Rayburn. CARRIED.

Member Meles moved to approve the Summer Flower Bed Adopt A Bed Work plan, seconded by Member Reitenour. CARRIED

Member Pobocik moved to approve the Business Training Workshops Work Plan, seconded by Member Withee. CARRIED.

Member Meles moved to approve the Floorplan Measurements Work Plan, seconded by Member Pobocik. CARRIED.

Member Esterline moved to approve the Business Recruitment Work Plan, seconded by Member Rayburn. CARRIED.

Member Pobocik moved to approve the Business of the Week Work Plan, seconded by Member Withee. CARRIED.

Member Rayburn departed at 8:48 a.m.

Member Pobocik moved to approve the Community Outreach Work Plan, seconded by Member Withee. CARRIED.

Member Meles moved to approve the Volunteer Appreciation Work Plan, seconded by Member Withee. CARRIED

Member Pobocik moved to approve the Website Work Plan – selecting option #4, merging the website on to the City’s site, seconded by Member Withee. CARRIED.

Member Pobocik moved to approve the Gus Macker Work Plan, seconded by Member Meles. CARRIED.

Member Pobocik moved to approve the Hometown Christmas Work Plan, seconded by Member Reitenour. CARRIED.

Member Pobocik moved to approve the Ice Hockey Tournament Work Plan, seconded by Member Esterline. CARRIED.

Due to a lack of support the Movies at the Museum Work Plan was not approved.

Member Meles moved to approve the Mud Volleyball Work Plan, seconded by Member Pobocik. CARRIED.

Member Pobocik moved to approve the Pet Mayor Election Work Plan, seconded by Member Meles. CARRIED.

Due to the lack of support the Riverfront Family Festival Work Plan was not approved.

Due to the lack of support the Steins & Vines Work Plan was not approved.

#### DDA/MAIN STREET MANAGER’S REPORT

Main Street Manager Saukas provided a written report.

#### ECONOMIC DIRECTOR REPORT

Economic Development Director Dave Rayman provided a written report.

#### MEMBER COMMENTS

None.

#### PUBLIC COMMENTS

None.

The meeting was adjourned on a motion by Member Meles seconded by Member Pobocik.  
9:26 a.m.

Angela M. Cronen, MMC  
City Clerk