

DOWNTOWN DEVELOPMENT AUTHORITY/MAIN STREET
CITY OF OTSEGO
OTSEGO CITY HALL
January 17, 2022
7:30 A.M.

A Special Meeting of the Otsego Downtown Development Authority (D.D.A.)/Main Street Board was held Monday, January 17, 2022.

Chairman Bennett called the meeting to order at 7:30 a.m. with the following members present: Toby Esterline, Ben Pobocik, Cyndi Trobeck, and Stacey Withee. Absent: Olivia Andrade, and Bruce Meles. Also present: City Finance Director, Matthew Storbeck; Main Street Manager, Kahler Sweeney; DPW Supervisor, Mike Bosch; and Economic Development Director, Dave Rayman.

TEAM LEADER UPDATES

Member Withee, EV Committee – she gave an update on the following: Small Business Saturday and Main Street Technology grants.

Arts Committee – Main Street Manager Sweeney gave an update on the following: Continue planning for the next year's budget and work plans.

Chairman Bennett, Design Committee – he gave an update on the following: the pavilion parking lot, and a meeting with the Pre-School and Parents – to solicit ideas for the riverfront. He commented that details can be found in the Design Committee minutes.

MANAGER'S REPORT

Main Street Manager Sweeney gave an update on the following:

- Student Council Partnership
- Fund Development Mailer
- Animal Tracks – Gina Watson
- Ice Rink

PRESENTATIONS

CONSIDERATIONS

1. CONSIDERATION TO APPROVE CRIPPS FONTAINE BID FOR PAVILION PARKING LOT PROJECT

Chairman Bennett commented that the pavilion area does not look complete, with the parking lot not being finished. DPW Supervisor Bosch explained how Cripps Fontaine had assisted with a lot of the work at the pavilion. He explained the drawing that he has made illustrating the specifications for the parking lot. He commented that Wightman had given an estimate of \$160,000, and Cripps Fontaine submitted an estimate for \$74,500, which is half the price. Main Street Director Sweeney asked if the estimate included disposal fees. DPW Supervisor Bosch stated that the soil will be kept on site. At this time, a brief discussion took place regarding the closed landfill that was in the area. DPW Supervisor Bosch will further investigate the soil

erosion permit and the status of the closed landfill. Chairman Bennett asked if the estimate includes everything to finish the site. DPW Supervisor Bosch stated that it includes everything, except raking out and seeding the site.

Member Trobeck moved to approve the estimate of \$74,500, from Cripps Fontaine for the parking lot at the pavilion, to be presented to the City Commission, seconded by Member Withee. CARRIED.

DISCUSSION ITEMS

1. WORK PLAN PROCESS FOR 2022

Work Plans are beginning and will soon be set-up in Maestro.

2. CITY POLICY FOR 2022-23 DDA BUDGET

At this time, City Manager Mitchell explained PA 33. City Manager Mitchell stated that residents will be looking at all budget items. He stated that the City Commission recently adopted a General Fund Policy which has specifications for the General Fund. He stated that is why the City Commission is looking at a Special Assessment District for additional funding for the Police and Fire Departments. He gave a brief history of the TIF and the LCSA money that the City/DDA receives. He commented that the City can file with the State the amount that the City wishes to designate to the DDA. He stated that the funds designated to the DDA are not going into the City's General Fund. He explained that City Hall, the Police Station, and the DPW facility were all DDA projects and they are now in need of maintenance. He stated that City Hall and the Police Department have not had any maintenance in over twenty years. The City Commission adopted a policy for the 2022-2023 fiscal year, to fully fund the DDA/Main Street, with the clarification that \$50,000, will be for maintenance items at City Hall – inside, outside, and the parking lot. The funding from the State was discussed and how the money is distributed. Mayor Trobeck stated that DDA/Main Street will have enough funds to operate as normal. The current DDA/Main Street Fund Balances were reviewed and remain healthy now, but will begin to dwindle away. Member Trobeck invited the members to the final presentation of PA 33, on February 7th, at the Regular City Commission Meeting.

3. ALLEGAN COUNTY DDA POLICY

A brief conversation took place regarding the County's new DDA Policy and how it will ultimately affect our plan that expires in 2025. Member Pobocik asked if our plan could be extended because the amphitheater and gazebo are not complete. City Manager Mitchell commented that if nothing is done to the plan, it will expire in 2025. It was noted that the Riverfront development is not in the current plan, and anything outside the plan is in violation. City Manager Mitchell stated that these are hard questions and if it is the desire of the Board to prepare a plan it will take a year to put together and the attorney will need to be involved. Main Street Manager Sweeney stated that he is working on hiring a consultant to assist with the "Plan" so that it will follow all of the policies of the City, County, and State. He commented that there needs to be a "road map" of the process and suggested that the sub-committee be formed. City Manager Mitchell also commented that the County may sign off on a 429 Plan, if presented with a fantastic project.

4. MAIN STREET FUND DEVELOPMENT UPDATE

Main Street Manager Sweeney commented that more details are in the written Manager's Report.

5. BOARD RECRUITMENT SUBCOMMITTEE

Main Street Manager Sweeney stated that there will be a public posting for potential board members and a form for them to fill out. The sub-committee will meet and review the applications.

ECONOMIC DIRECTOR REPORT

Economic Development Director Dave Rayman gave a brief update and provided a written report and also a report from the Chamber.

MEMBER COMMENTS

Member Esterline asked the status of Smart & Simple. Chairman Bennett stated that they are weighing options on what to do with their business and the building.

PUBLIC COMMENTS

None.

The meeting was adjourned on a motion by Member Pobocik, seconded by Member Withee.
8:35 a.m.

Angela M. Cronen, MMC
City Clerk