

DOWNTOWN DEVELOPMENT AUTHORITY/MAIN STREET
CITY OF OTSEGO
OTSEGO CITY HALL
March 14, 2022
7:30 A.M.

A Regular Meeting of the Otsego Downtown Development Authority (D.D.A.)/Main Street Board was held Monday, March 14, 2022.

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

APPROVAL OF REGULAR MINUTES

Member Withee moved to approve the Regular Minutes of November 8, 2021, and Special Minutes of the Fundraising Committee, seconded by Member Pobocik. CARRIED

TREASURER'S REPORT

Member Pobocik moved to accept the November 2021, December 2021, January 2022, and February 2022, Treasurer's Report, seconded by Member Withee. CARRIED.

TEAM LEADER UPDATES

Member Withee, EV Committee – she gave an update on the following: Work Plans and Shop Small Win Big.

Arts Committee – Main Street Manager Sweeney gave an update on the following: Work Plans and Artesian Market.

Chairman Bennett, Design Committee – he gave an update on the following: Pre School Meeting, Events Poster, Vibrancy Grant, Pavilion – Parking Lot, and Work Plans.

MANAGER'S REPORT

Main Street Manager Sweeney gave an update on the following:

- Student Council Partnership
- Downtown Project with School and Library
- Summer Intern
- Vibrancy Grant
- Main Street Training attended by Jenny from the Chamber

PRESENTATIONS

CONSIDERATIONS

1. CONSIDERATION OF A BID FROM CRIPPS FONTAINE EXCAVATING INC. FOR RIVERFRONT LANDSCAPING NOT TO EXCEED \$47,900

Chairman Bennett explained the project in detail with the assistance of DPW Supervisor, Mike Bosch. DPW Supervisor Bosch suggested that the amount be a not to exceed number, because this will be done in the Spring. A lengthy discussion took place regarding the layout of the project. Member Pobocik moved to recommend to the City Commission the bid from Cripps Fontaine Excavating Inc. for the Riverfront Landscaping and Parking Lot, not to exceed \$47,900, seconded by Member Withee. CARRIED.

At this time, Finance Director Storbeck stated that a budget adjustment is going to need to be made for the Capital Outlay Fund, in the amount of \$165,000. He stated that this is for: \$74,500 – Pavilion; \$42,000 expenses spent to-date; and the additional \$47,900 – Landscaping/Parking Lot. Member Pobocik moved to authorize a transfer of \$165,000, to the Capital Outlay Fund, seconded by Member Withee. CARRIED.

At this time, Chairman Bennett introduced and welcomed five perspective candidates be appointed to the DDA/Main Street Board: Aaron Warnez, Marissa Andrus, Sarah Knash, Nathaniel Timmerman, and Shandy Foster.

2. CONSIDERATION OF 2022-23 WORK PLANS

Member Withee moved to approve the Adopt A Bed Work Plan, seconded by Member Esterline. CARRIED.

Member Pobocik moved to approve the Autumn Bliss Work Plan, seconded by Member Andrade. CARRIED

Member Andrade moved to approve the Design Grant Administration Work Plan, seconded by Member Withee. CARRIED.

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

Member Andrade moved to approve the Pavilion Ice Rink Sponsor Signs, seconded by Member Esterline. CARRIED.

Member Pobocik moved to approve the Spring Clean-Up Work Plan, seconded by Member Withee. CARRIED.

Member Withee moved to approve the Animal Tracks Partnership with the Library Work Plan, seconded by Member Andrade. CARRIED

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

Member Withee moved to approve the Hometown Christmas Work Plan, seconded by Member Esterline. CARRIED

Member Andrade moved to approve the Summer Intern Program Work Plan, seconded by

Member Pobocik. CARRIED.

Member Withee moved to approve the Trail for Treaters Work Plan, seconded by Member Esterline. CARRIED.

Member Pobocik moved to approve the Artisan Market Work Plan, seconded by Member Withee. CARRIED.

Member Pobocik moved to approve the Otsego Youth Council Work Plan, seconded by Member Andrade. CARRIED.

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

Member Andrade moved to approve the Arts Grant Administration Work Plan, seconded by Member Pobocik. CARRIED.

Member Ponocik moved to approve the Plein Air Painting Work Plan, seconded by Member Withee. CARRIED.

The Art Thing Work Plan will be brought back at a later date.

Member Pobocik moved to approve the Business Grant Administration Work Plan, seconded by Member Withee. CARRIED.

Member Withee moved to approve the Economic Development Materials Work Plan, seconded by Member Andrade. CARRIED.

Member Pobocik moved to approve the Property and Business List Updates Work Plan, seconded by Commissioner Esterline. CARRIED.

Member Andrade moved to approve the Meet Main Street Campaign, seconded by Member Withee. CARRIED.

Member Pobocik moved to approve the Shop Small Win Big Work Plan, seconded by Member Andrade. CARRIED.

Member Andrade moved to approve the Vacancy Signs Work Plan, seconded by Member Withee. CARRIED.

Member Pobocik moved to approve the Photo Contest Work Plan, seconded by Member Withee. CARRIED.

DISCUSSION ITEMS

1. BOARD RECRUITMENT SUBCOMMITTEE

2. CITY AND DDA FUNDING UPDATE

City Manager Mitchell gave an overview of how the DDA is funded and commented that the

DDA Plan will end in 2025. He explained how LCSA funds are currently being distributed to the DDA and not going to the City's General Fund – where the funds are needed. He stated that since PA 33 didn't pass, other funding options are now being looked at by the City Commission. He commented that the two areas where cash is available is the DDA/Main Street and sinking funds. He stated that this will be a decision of the City Commission.

8:54 a.m. – Member Pobocik left the meeting – noting that there is not a quorum.

Chairman Bennett commented that a new person is now restarting the Fund Development Committee, and by 2025, they would like to have the Main Street Program fund itself.

Member Andrade asked what would go away and what would the City absorb. City Manager Mitchell stated that capital improvement projects would continue, the City's Economic Development Director would have added responsibilities, the DPW would continue maintenance, and through committees and volunteers continue some of the events.

ECONOMIC DIRECTOR REPORT

Economic Development Director Dave Rayman provided a written report and the report from the Chamber.

MEMBER COMMENTS

Member Esterline commented that there needs to be conversations defining what the DDA and Main Street does, as a lot of people do not know what we do. He also commented that in a recent Chamber Report it stated that a meeting was held at Main Street Director Sweeney's Office and it was said "it's great for the two communities", and he wants it made clear that Main Street is not supporting Plainwell, and some clarification is needed.

PUBLIC COMMENTS

City Manager Mitchell gave an update on Mayor Trobeck. He welcomed the guest attending the long meeting.

The meeting was adjourned on a motion by Member Withee, seconded by Member Esterline.
9:00 a.m.

Angela M. Cronen, MMC
City Clerk