

DOWNTOWN DEVELOPMENT AUTHORITY

CITY OF OTSEGO  
OTSEGO CITY HALL

October 10, 2022  
7:30 A.M.

A Regular Meeting of the Otsego Downtown Development Authority (D.D.A.) Board was held Monday, October 10, 2022.

Chairman Bennett called the meeting to order at 7:30 a.m. with the following members present: Sandy Foster, Toby Esterline, Sarah Knash, Jason Smith and Stacey Withee. Absent: Olivia Andrade and Marissa Lopez. Also present: City Manager, Aaron Mitchell; Finance Director/Treasurer, Matt Storbeck; and Economic Development Director, Dave Rayman.

APPROVAL OF REGULAR MINUTES

Member Withee moved to approve the Regular Minutes of August 15, 2022, seconded by Member Knash. CARRIED

TREASURER'S REPORT

Member Withee moved to accept the July 2022, Treasurer's Report, seconded by Member Andrade. CARRIED.

APPOINTMENT OF DDA SECRETARY AND DDA VICE CHAIRPERSON

On a motion by Member Withee, seconded by Member Esterline, Sarah Knash was appointed Secretary and Toby Esterline was appointed Vice Chairman of the DDA Board. CARRIED.

PRESENTATIONS

Member Foster gave an update on the Art Thing. A discussion took place regarding the event and the winners.

Chairman Bennett gave an update on the Vibrancy Grant.

CONSIDERATIONS

DISCUSSION ITEMS

1. FUTURE DDA MAINTENANCE PROJECTS

City Manager Mitchell announced that the Main Street Program will officially conclude on November 1, 2022.

Downtown Dollars were discussed and it was the consensus of the members to allow them to be redeemed before June 30, 2023. A notice will be put in the Shopper's Guide.

Fund Balance Projects – fall under three categories: Downtown Projects, City Hall Repairs, and Police Department Repairs.

1. Downtown Repairs
  - a. Trash Bins
  - b. Trash Dumpster Repair

- c. Brick Paver Replacement
  - d. Northeast Parking Lot Repairs
2. City Hall Repairs
- a. Parking Lot
  - b. Generator
  - c. Roof
3. Police Department Repairs
- a. HVAC
  - b. Generator
  - c. Roof

A lengthy discussion took place regarding each of the items and prioritizing them. Member Esterline suggested that the building repairs should take priority before parking lots and Chairman Bennett agreed. It was the consensus to prioritize Police Department and City Hall building repairs. Member Withee asked if there was a timeline to complete the repairs. City Manager Mitchell commented that the repairs would be completed before June 30, 2023.

Member Esterline moved to authorize a budget adjustment for \$132,000, for Capital Repairs, beginning with Police and City Hall building repairs, seconded by Member Withee. CARRIED

#### ECONOMIC DEVELOPMENT DIRECTOR REPORT

Economic Development Director Dave Rayman provided a written report.

#### MEMBER COMMENTS

City Manager Mitchell gave an update on the Allegan Street road project and Rock-Tenn. He commented that the City Commission approved a housing study, which is the next step for the Rock-Tenn property.

#### PUBLIC COMMENTS

Nick Breedveld, 1101 Barton – he asked what the Gus Macker made. Chairman Bennett stated that the final numbers are not completed, as they are waiting on two sponsor checks.

The meeting was adjourned on a motion by Member Withee, seconded by Member Esterline.  
8:20 a.m.

Angela M. Cronen, MMC  
City Clerk