

ROSCOMMON DOWNTOWN DEVELOPMENT AUTHORITY
BOARD MINUTES
September 19, 2016

Members Present: Schwalm, O'Brien, Rosczyk, Hodges, Weiss, Norton, Anderson, Weiler, Legg, Adams, Jock

Excused: Spangler

Absent:

Others Present: Vicki Sheathelm, Kelly Annis, Diane Love-Suvada, Michael Westcoat, Dan Scow

Motion by Sue Jock with support from Andrea Weiss to accept the Secretary's report. All in favor, motion carried. Motion by Erine Adams with support from Kurtis Norton to approve the Treasurer's report. All in favor motion carried.

Treasurer's Report

(Thru 9/16/16) Treasurer's report

Cash on Hand	\$244,630.97
Higgins Twp.	\$13,899.41
Village	\$31,984.28
Grant-NEMCOG-Sawmill	\$5,000.00
Interest 8/31/16	\$22.65
	\$295,537.31

Bills Paid per previous approval

9 & 10-MFMF Advertising	\$1,655.00
Fox 32-MFMF Advertising	\$ 495.00
Walsh Funeral Home-Façade Grant	\$2,657.11
Huron Pines-Kirtland Warbler Advertising donation	\$1,000.00
	\$289,730.20

Account Payable-New Bills

Vickie Sheathelm	\$500.00
Village of Roscommon- Inmate tether and supervision and Hardware misc. bills	\$279.87
Village of Roscommon-Electric bill for Christmas Lights	\$84.20
Diane Suvada-Sawmill Contract	\$910.63
(\$5,000 Grant \$910.63=\$4,089.37)	
Ending Balance	\$287,955.50

CORRESPONDENCE & PUBLIC COMMENT

Erine shared there will be a meeting regarding housing needs at Kirtland at the new campus on Four mile. Kelly Annis plans on attending the Michigan Downtowns Conference in Traverse City Oct. 13 and 14th

COMMITTEE REPORTS:

Managers Report – The Village council approved \$24,000 in street repairs. DPW waste water treatment plant is doing an outstanding job. The finishing touches are being done at Wallace Park. John mentioned the use of the Hiawatha property would be a supplement to Wallace Park. There is a new project in the industrial park John is working with C2AE as the engineering firm. Joanne Lederman is retiring from the flower committee. The council approved listing the old building for sale at a price of \$39,900. John enjoys his job and feels he has made progress and doesn't planning on leaving unless asked to.

Snow Removal - John presented two proposals for snow removal, one an in house bid and a bid from Higgins Lake Landscaping. The DDA pays 100% of the cost of the snow removal and we share a third of the safe route to school. Motion by Erine Adams to recommend to the council to contract with Higgins Lake Landscaping, second by Tim Legg. Motion approved.

Sawmill Project - Diane reported she is in the beginning phases of researching the non-profit status, as well as social media and outreach. She will have weekly office hours on Mondays in the new office to assist people.

Façade Grant – Motion by Erine Adams to approve the funding for the CRAF Center façade grant in the amount of \$2,150 second by Phil Weiler. Motion approved. Nothing from McKee Storage or Northern Family Dentistry yet. Walsh Funeral home is done.

RED Committee - The RED is a small group currently and they would like to make it a larger group. They are looking to establish a steering group to push towards a more comprehensive plan.

Beautification Committee – Need more people involved down to four people.

Sidewalks and Streetscapes – Received 4 quotes. Motion by Erine Adams to approve \$4,800 of sidewalk repairs. Second by Tim Legg. Discussion after the motion was made. Sue is nervous about small projects getting approved but no overall plan. It makes more sense to make a plan for the year. Sue is not against funding but against not following a plan. Erine talked about safety on Fourth Street, George Street and Fifth Street. We need to identify a long term plan rather than spending funds every month on small projects and not know where our funds are. John commented there hasn't really been time this year to work on a comprehensive plan due to new employees in the DPW this year. Dave Linderman commented he can present a plan of what needs to be replaced and will get a budget for the project and present it. Jim needs numbers to budget for 2017 in November when he prepares the budget. Motion approved.

Website – No presentation. Erine needs direction in what we are looking for. We are paying \$1,000 a year, and what we wanted is not getting done. Scott has not been up-dating the website. Erine asked Michael Westcoat for a proposal. Michael proposed \$100 a month, 12 month contract for \$1,200 including hosting, security, updates, and managing e-mail. John Rosczyk made a motion to contract with Michael Westcoat at \$100 a month to provide DDA website services and support. Second by Tim Legg. Motion passed. Erine abstained

Farmers' Market – Vickie saw a nice shade canopy up at the Soo's market she will get more info and a price.

OLD BUSINESS

Wallace Park and Hilltop walkway - John reported there is new ownership of Hilltop, he met with the new director and they would like to see this move forward. John will get with them on the formal easement so we can get that signed. Tim O'Rourke has made some calls regarding a bridge using some supports on the existing bridge and is looking into something to address the bridge problem. John is exploring the possibility of a lease arrangement with Brian Quinlin's property for a bridge on that side as well. John would like to do a ribbon cutting and hot dog roast next month for the dedication ceremony. Motion by Tim Legg for \$150 for supplies needed for the dedication ceremony. Second by Jim Anderson. Motion passed.

Cemetery Fence Update – Just working on the sign, the fence is a no go.

Electric Car Charging Station – Doug contacted Consumers Energy he will follow up and ask them to come to the October meeting to give us a presentation at 9:00.

LEAR – This has been settled between LEAR and Higgins Twp. by a compromise with a roll-back consistent with what the Township wanted. There is a small but acceptable impact to the DDA. John does not have numbers at this time but he will get some.

New Township Member - Jim recommended Ron Alden. Tom will talk to Ron.

NEW BUSINESS

Street Lighting – John did get another quote from Standard Electric \$3,624.99 for 3 lights. Motion by Jim Anderson to pay \$3,624.99 for the three lights, second by Kurtis Norton. Motion approved. Tom has not seen a bill from Steve Reno. Dave Linderman commented he was supposed to have the bill last Friday.

Flower Appreciation - Andrea suggested we acknowledge the efforts of the people that have been watering the flowers at the Wallace Park dedication.

FUTURE PROJECTS – Kurtis suggested acquiring the Hiawatha/Quinlan property and look at putting in a closed in walkway over the River.

LIAISON REPORTS – None

Chamber – Scarecrow decorating contest is going on and the judging will be October 1st weekend. Girl's night out coming up.

Meeting Adjourned at 9:53. Motion by Kurtis. Second by Phil. All in favor.