

Three Rivers Downtown Development Authority Agenda
Friday August 2, 2013, 8:00 AM

1. **Call to order**
2. **Roll Call**
3. **Approval of Agenda**
4. **Approval of May 31, 2013 Minutes and Committee Minutes**
5. **Accept Financial Report**
6. **Citizen Comments**
7. **Director's Comments**
8. **Discussion Items**
 - a. Board Vision
 - b. Contract with Chamber
 - c. Board Vacancy
9. **Miscellaneous**

12. **Next Meeting** – September 6, 2013

14. **Adjournment**

Meeting Minutes
Three Rivers Downtown Development Authority
June 26, 2013

1. Call to Order

The meeting was called to order by Chair Zimont at 8:00 a.m. in the Commission Chambers of City Hall.

2. Roll Call

The following members were present at roll call:

Joe Bippus

Jeff Zimont

Danielle Moreland

Paul Shingledecker

Donna Grubbs

Doug Mitchell

Tricia Meyer and Angel Johnston were absent.

3. Approval of Agenda

It was moved by Moreland and seconded by Shingledecker to approve the agenda, adding 7B – Recommendation for DDA Vacancy. Motion passed 6-0.

4. Approval of the May 31, 2013 Minutes

5. Approval of the Financial Report

It was moved by Shingledecker and seconded by Mitchell to accept the Minutes of May 31, 2013 and Financial Report as presented. Motion passed 6-0.

6. Citizen Comments

There were no citizen comments.

Angel Johnston joined the meeting at 8:04 a.m.

7. Action Items

a. Approval of Budget

It was moved by Bippus and seconded by Moreland to adopt the 2014 DDA Budget. Motion passed 7-0. Resolution 4-2013 was adopted.

b. Recommendation for Board Vacancy

Bippus confirmed that 3 citizen interest forms had been received by the City Clerk, including Scott Wilson, Nancy Boyce, and Tom Miles.

Moreland stated benefits of the vacancy being filled by a building and business owner versus an employee/non-business owner.

Shingledecker noted that 5 members of the DDA Board were already located within the downtown and the City received a citizen interest form from an equally qualified and experienced individual from outside of the N. Main Street downtown block.

Bippus stated that during the DDA strategic planning workshop the DDA Board agreed that representation of South Main and different businesses within the DDA district were a priority.

Grubbs noted her concern for area representation.

Shingledecker stated the intent of the DDA Board was to develop the district not individual businesses.

Mitchell stated that Boyce was a qualified business owner.

It was moved by Moreland and seconded by Johnston to make a recommendation for Nancy Boyce to be appointed to fill the DDA Board vacancy. Motion failed 3-4 with Bippus, Zimont, Grubbs, and Shingledecker dissenting.

It was moved by Shingledecker and seconded by Grubbs to make a recommendation for Tom Miles to be appointed to fill the DDA Board vacancy. Motion passed 6-1 with Johnston dissenting.

8. Discussion Items

- a. Mural Mall Update – Director Trammell stated that the Mural Mall opened to the public on June 7, 2013 and the dedication ceremony was set for July 18, 2013 from 5 p.m. – 7 p. m. Trammell also stated that Wi-Fi to the area was still coming.

Chair Zimont stated that pear trees were planted in the mural mall and follow up would be needed regarding the size and location of trees, lighting was being explored by the design engineers and a possible link to the security system with the police department. Currently, the security feed was going to the Chamber.

Moreland inquired about the removal of brick pavers due to a water main break.

Shingledecker and Moreland commented on overall appeal and attraction of the Mural Mall.

Discussion also included signage for prohibiting certain activities in the area.

- b. Review DDA Brochure – Mitchell stated that the map was removed due to the degree of intensity of work, use of new colors, the design would be simple and streamlined, kept photos, open space was available for additional pictures and information. Mitchell will email a draft for the Board to review and provide feedback before June 28th.
- c. Michigan Main Street Program Update – Director Trammell stated that training in Niles had been cancelled for lack of participation. The next training event will be in Wayland sometime in August. Trammell also stated that on July 23rd at 7 p.m. a community gathering will take place with Brittney from MMS with location to be determined.
- d. Dumpsters – Director Trammell stated that Waste Management was going to move forward with a phase-in process beginning with the east side and working their way back down the west side. Trammell stated that the process will be discussed with individual businesses and a summer timeline for a smooth transition.
- e. Director's Review

DDA Director Trammell asked the DDA Board to adjourn to a closed session to discuss the annual performance review.

Chair Zimont adjourned the meeting to closed session at approximately 8:44 a.m.

RECONVENING MEETING TO OPEN SESSION

Chair Zimont called the regular meeting back to order at approximately 9:46 a.m.

All Board members were present.

Chair Zimont noted that the DDA Board had met in closed session to discuss the performance review of the Executive Director and no decisions were made.

9. Board Member Comments

Johnston inquired about parking in the handicap/loading zones on N. Main Street. Bippus stated that City would handle such complaints.

Chair Zimont asked Board members to provide feedback regarding length of board meetings.

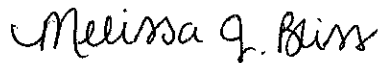
10. Director Comments

Director Trammell reminded the Board that there was no meeting scheduled during the month of July.

11. Adjournment

By Board consent, Chair Zimont adjourned the meeting at 9:51 a.m.

Respectfully submitted,



Melissa Bliss
City Clerk

Three Rivers DDA Organizational Committee

Minutes of July 9, 2013

1. Call to Order

Zimont called the meeting to order in the Three Rivers City Hall conference room at 8:10 a.m. Present were Jeff Zimont, Cathy Lawson, Christy Trammell, Joe Bippus, and Lindsay Oswald. Donna Grubbs was absent.

2. Approval of Agenda

The agenda was approved by consent.

3. Citizen Comments

There were no citizen comments.

4. Building Board Unity

The committee discussed board training and strategic planning and that negativity affects the entire DDA. It was noted that the DDA was supposed to be looking at infrastructure, big picture vision. The idea of building board unity would be on the August agenda.

5. Michigan Main Street – July 23 Meeting

The Organizational Meeting would be at 3 p.m., and the public meeting would be at the Chamber at 7 p.m.

6. Fundraising Efforts

Brainstorming would be discussed during the July 23rd Organizational Meeting with the input of the Main Street staff.

7. Zimont adjourned the meeting at 9:20 a.m.

Respectfully submitted,

Lindsay Oswald
Secretary

Three Rivers Downtown Development Authority
Organizational Committee Notes of the 7/16/13
Three Rivers Area Chamber Executive Committee Meeting

In attendance: Bill Russell, Denny Monroe, Eric Shafer, Joe Bippus, Cathy Lawson, Christy Trammell, Donna Grubbs, Jeff Zimont, Lindsay Oswald

The Chamber noted its intent to move ahead with separation of director duties. The Chamber fiscal year ends September 30th, and that date had been discussed. Discussion included if the DDA moved to Main Street select level now, there would need to be a full-time DDA director by June 1, 2014; the possibility of contracting the new position through the Chamber; the possibility of a part-time director; the importance of Trammell's input to the employee.

The Chamber Committee noted it would discuss possibilities with its board at the next meeting and get back to DDA Chair Zimont before the next DDA meeting.

Lindsay Oswald
Organizational Committee Secretary

THREE RIVERS DDA/MAIN STREET

Promotions Committee Minutes

Wednesday, July 10, 2013

1. Call to Order:

The meeting was called to order by Chair Meyer at 8:06 a.m.

2. Roll Call:

The following members were present: Christy Trammell, Brandi DeRuiter, Tricia Meyer, Melissa Bliss, Doug Mitchell, Angel Johnston, Heather Martell, and Deb Herring.

3. Approval of Agenda & Minutes:

By consent the agenda and minutes were approved.

4. Citizen Comment:

There were no citizen comments to report.

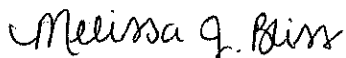
5. New Business:

- Brochure/Billboard – Chair Meyer and Mitchell the brochure was in the final design stages.
- Upcoming Events
 - a. Sass in the City will be July 12th
 - b. Meet Me At The Mall Event – Final preparations are being handled with F&V including food, a tent, and a sound system. Mitchell stated that the Merchants Group also submitted an ad to the local media promoting the event. Director Trammell stated that the Design Committee was working towards raising funds for repainting the mural malls and a grant by the City had been applied for to assist with labor.
 - c. Christmas Around Town – Mitchell and Martell will be heading the event. Aristocrats will be performing on the 30th with a final performance at the tree lighting ceremony. Discussion included an estimated budget.
- Fundraising Events - The Heritage Tour, *Discover Downtown Again*, will take place on September 29th with Meyer and Johnston heading the event. Discussion included highlighting unique features, renovations, purchasing tickets, brochure, and recruiting volunteers to assist with the event.
- Arts, Eats, and Beats – Mitchell has not been able to reach the owners at Unibrow.
- Misc – DeRuiter and Herring will be discussing the upcoming Chill-Out event for January 2014.

6. Next Meeting – August 14, 2013

7. Adjournment – Chair Meyer adjourned the meeting at 9:39 a.m.

Respectfully Submitted,



Melissa J. Bliss

Secretary

THREE RIVERS DDA/MAIN STREET

Economic Restructuring Committee Minutes

Thursday, July 18, 2013 8am

Chamber office

1. Call to Order – with no quorum or Chair, our guest Kara Schrorer from Bradley Company and discussed how the programs her company has to offer may benefit the DDA and its building owners, a presentation is available for review at Christy's office.
2. Roll Call
The following members were present: Bob Sills, Tom Meyer and DDA Director Christy Trammell
Danielle Moreland, Paul Shingledecker & Dave Allen were absent
3. Next Meeting – August 15th 8am at the Chamber Office
4. Adjournment