



# Three Rivers DDA/Main Street March 6, 2015 City Hall @ 8:00 a.m.

1. Call to order
2. Approval of Agenda
3. Approval of Minutes – February 6, 2014
4. Financial Report – January 31, 2015
5. Citizen Comments
6. Director Report
7. Action Items
  - a. Adopt Resolution to Call a Public Hearing on April 10, 2015
  - b. Board Appointments
    - i. Nancy Boyce & Brian McDaniel
  - c. Officer Nominations
    - i. Chair
    - ii. Vice Chair
    - iii. Secretary
    - iv. Treasurer
8. Committee Updates
  - a. Organization Committee
  - b. Economic Restructuring Committee
  - c. Design Committee
  - d. Promotions Committee
9. Discussion Items
  - a. FY 2015-2016 DDA Budget (DRAFT)
  - b. Work Plans
    - i. Community Pride Day
10. Next Regular Board Meeting: **April 10<sup>th</sup>, 2015\***
11. Adjournment



# Three Rivers DDA/Main Street February 6, 2015 Three Rivers City Hall @ 8:00 a.m.

**Members Present:** Bachinski, Bippus, Miles & Moreland  
**Staff/Other:** Persky

1. Call to order: 8:00 AM by Moreland
2. Approval of Agenda: Motion made by Bippus, 2<sup>nd</sup> by Bachinski & Approved Unanimously
3. Approval of Minutes – December 5, 2014: Motion made by Bippus, 2<sup>nd</sup> by Bachinski & Approved Unanimously
4. Financial Report – November 30, 2014 & December 31, 2014: Motion made by Bippus, 2<sup>nd</sup> by Bachinski & Approved Unanimously
  - a. 2015-2016 Budget Timeline
  - b. 2015-2016 Preliminary Budget Review
5. Citizen Comments: n/a
6. Director Comments: See attached notes
7. Committee Updates By Chairs:
  - a. Organization Committee
  - b. Economic Restructuring Committee
  - c. Design Committee
  - d. Promotions Committee
8. Action Items:
  - a. Market Analysis Resolution: Motion made by Bippus, 2<sup>nd</sup> by Bachinski & Roll Call Vote: : Bachinski, Bippus, Miles & Moreland Approved Unanimously
  - b. Work Plans
    - i. Winterfest WP: Motion made by Bachinski, 2<sup>nd</sup> by Bippus & Approved Unanimously
    - ii. 100 Friends of Main Street: Motion made by Miles, 2<sup>nd</sup> by Bachinski & Approved Unanimously
    - iii. Pledge Growth & Collection Plan: Motion made by Bachinski, 2<sup>nd</sup> by Bippus & Approved Unanimously
  - c. Board Member Acknowledgement Signatures
  - d. Full Board Member Consideration of Brian McDaniels: Motion made by Bippus, 2<sup>nd</sup> by Bachinski & Approved Unanimously
9. Next Regular Board Meeting: March 6, 2015
10. Adjournment: 8:45 AM



# Three Rivers DDA Exec. Board

## February 27, 2015

### MSC @ 8:00 a.m.

**Members Present:** Moreland & Mitchell  
**Staff/Other:** Persky

3. Call to order: 8:00 AM by Moreland
4. Approval of Agenda
5. Nominating Recommendations & Discussion
6. Work Plan Progress Discussion:
  - a. Design: Flowers & TR Pride
  - b. Promo: TR Pride
  - c. 2015-2016 Work Plan Review
5. DDA Budget Discussion:
  - a. Timeline & Process
  - b. 2015-2016 Strategic Planning Review
6. Officer Nominations for March Discussion
7. Miscellaneous Comments:
  - a. Winterfest Review
  - b. Dog Park Discussion
  - c. Community Visioning Review
  - d. Chairs Mtg & Volunteer Mtg Discussion
8. Adjourn: 9:30 am



Three Rivers DDA/Michigan Main Street Mtg  
Friday, February 6, 2015  
Three Rivers City Hall: 8:00 AM

**Members Present:** Bachinski, Bippus, Boyce, Miles & Moreland  
**Staff/Other:** Persky & Lawson

1. Call to order: 12:00 PM by Moreland
2. Roll Call
3. Approval of Agenda: Motion made by Bippus, 2<sup>nd</sup> by Bachinski, Approved Unanimously
4. Citizen Comments: n/a
5. Officer Appointments & Term Length Discussion
6. MMS Overview Update: Reviewed 18 month plans for committees
7. 12:30 PM Org Committee
  - a. Committee Plans 2014-15 and 2015-16
  - b. Budget (Requesting \$2,450)
  - c. Wish List (Fundraising, Volunteer Recruitment & Communications)
8. 1 :00 PM ERC Committee
  - a. Committee Plans 2014-15 and 2015-16
  - b. Budget (Requesting \$500)
  - c. Wish List (Brochures for new businesses)
9. 1:30 PM Promo Committee
  - a. Committee Plans 2014-15 and 2015-16
  - b. Budget (Requesting \$6,000-\$9,750)
  - c. Wish List (Keep much the same for events but remove Winter Fest and tag onto Harmony Fest)
10. 2:00 PM Design Committee
  - a. Committee Plans 2014-15 and 2015-16
  - b. Budget (Requesting \$6,500)
  - c. Wish List (Snow flakes & winter deco still underfunded)
11. 2:30 PM Board Discussion
12. 3:00 PM Review 2014-15 budget & discuss 2015-16
  - a. DDA Maintenance
  - b. Committee Allocations
  - c. Review Budget Time Line
13. Adjournment

Three Rivers DDA/Main Street  
**Organization Committee Minutes**

Tuesday, February 10, 2015 8:00am  
City Hall Conference Room

1. Call to Order

Moreland called the meeting to order at 8:05 a.m.

2. Roll Call

Danielle Moreland, Cathy Lawson, and Lindsay Oswald were present. Tom Miles was absent. Also present was Brian Persky.

3. Approval of Agenda - Agenda was approved by consent.

4. Citizen Comments - None

5. 100 Friends of Main Street

Lawson passed the brochures along to Persky and offered to pull assessing labels. Persky also planned to ask board and committee members for suggestions.

6. TR Pride Day

The committee discussed the importance of capturing data from volunteers. The task list has not yet been completed.

7. Work Plan Goals and Budget

The committee reviewed the work plans and budget.

8. Miscellaneous - None

9. The meeting adjourned at 8:45 a.m.

Respectfully submitted,

Lindsay Oswald

## **Main Street Economic Restructuring Committee**

Meeting Minutes

February 19, 2015

8:00am

City Hall Conference Room

### **Attendance:**

Present: Sharon Bachinski, Bob Sills, Joe Bippus, Rob Vander-Giessen-Rietsma V-Chair

Absent: Dave Allen, Tom Meyer, Dave Casterline, Paul Shingledecker, April Kibby

Guest: Brian Persky DDA Director

### **Discussion:**

#### Strategic Planning Goals:

The Group reviewed the goals that they have been working on for the past year and then reviewed the list of recommended projects in the baseline assessment for the ERC. The group prepared a list of goals for the next year to present to the DDA Board. (Market Analysis, Business Assistance packets, Business Inventory, Traffic Calming, Practical Business Strategies, and Infographic Project)

#### New Business/New Building Owner Database:

Rob will contact the City assessor's office and April Kibby to set up a meeting to see what information currently exist and how well it can be accessed by everyone. He wants to use what is currently available if possible. However, it needs to be accessible and searchable information.

#### New Business Information Packet:

Bob has been working with April to develop concepts for the new business flyer. He feels he can have drafts in the next month or so and a completed project before June 2015. He showed a sample pamphlet that was a rough draft of his thoughts.

#### Traffic Calming Project:

Brian discussed the idea of bike lanes, angle parking and decorated crosswalks with the design committee. They liked most of the ideas except for angle parking. We decided to form a small work group of ERC and Design committee members to develop some concepts for bike lanes and crosswalk design ideas.

### **Adjournment:**

9:30 am

**MEETING MINUTES**  
**MICHIGAN MAIN STREET PROMOTIONS COMMITTEE**  
**FEBRUARY 12, 2015**  
**8:30 AM**  
**VOYAGER'S INN BED AND BREAKFAST**

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**1. CALL TO ORDER**

The meeting was called to order by the Chair at 8:30 AM by Michigan Main Street Manager Brian Persky, who will lead meetings until a chair is appointed.

**2. ROLL CALL**

Present: Heather Martell, Terra Miller, April Kibbe, Caryn Wilson, Connie Curio, Peggy Deames and Brian Persky

**3. APPROVAL OF AGENDA**

The agenda was reviewed and approved.

**4. CITIZEN COMMENTS**

None

**5. BUSINESS**

- a. Plans for the February 14 Winterfest were briefly reviewed, since all details and plans have been finalized.
- b. New member Connie Curio was welcomed.
- c. Terra offered to co-chair Community Pride Day with a person to be named from the Design Committee. While this event really should be handled by Design Committee, Promotions will participate this year to make the transition. It was noted that there was some confusion about the downtown wash-down last year, which almost resulted in it not happening. Attention must be given to this activity in 2015.
- d. The Strategic Plan and the budget for the upcoming year were reviewed and modified.
- e. The need for a chair, vice-chair and secretary was discussed. Caryn has been serving unofficially as secretary, so the Committee approved her officially for the position.

**6. NEXT MEETING**

The next meeting of the Promotion Committee will be at 8:30 AM on Thursday, March 12, 2014 at Voyager's Inn Bed and Breakfast.

**7. ADJOURNMENT**

The Chair adjourned the meeting at 10:30 AM.

Respectfully submitted,

A handwritten signature in black ink that reads "Caryn Wilson". The signature is written in a cursive, flowing style.

Caryn Wilson, Secretary



## Director's Report

- Letters were sent out to donors updating them on our progress over the course of the last 6 months (July – December, 2014).
- Danielle and I reached out to City Commissioners and had the opportunity to sit down and meet with three of them one-on-one to go over DDA/Main Street current initiatives, achievements, “what if’s”, and long-term goals/strategies. All meetings were very positive.
- Our “100 Friends of Downtown Three Rivers” campaign officially kicked off in the month of February. As of today, we are right around 20% for our overall fundraising goal.
- In the spirit of our four overarching priorities, I am continuing to meet with property owners and business leaders in the community to discuss program goals and opportunities to collaborate.
- I’ve been working with Promotions Committee member Terra Miller, City officials, and others to begin organizing Community Pride Day 2015. We are tentatively planning for Saturday, May 16<sup>th</sup> and beginning to reach out to volunteers and get feelers.
- “Downtown Three Rivers” was selected as one of four finalists at the Community Visioning sessions. Therefore, I gave a 10-minute presentation last Wednesday (2/25) on how we would spend \$500,000 in projects and capital improvements, per the City of Three Rivers’ directive. If you would like to see our presentation in a hard copy, please let me know and I would be happy to sit down and go over with you.
- Board and Committee recruitment has continued into March – we’re experiencing some attrition, but at the same time we’re also gaining new members. Overall we have a net gain of 4 volunteers in the last month, including the DDA Board.
- A reminder that the National Main Street Conference in Atlanta is coming up: Monday, March 30<sup>th</sup> – Thursday, April 3<sup>rd</sup>.
- We have a new business opening up on Main Street called “Yummy Creations by Misty”. There will be a ribbon cutting coordinated by the Chamber of Commerce at 11:00 a.m. this Saturday.

**DOWNTOWN DEVELOPMENT AUTHORITY OF THE CITY OF THREE RIVERS  
RESOLUTION \_\_\_\_\_**

**A RESOLUTION TO CALL A PUBLIC HEARING  
ON THE PROPOSED 2015-2016 BUDGET**

**WHEREAS**, the Downtown Development Authority Act mandates that the Downtown Development Authority adopt a budget for its operation for the ensuing fiscal year; and

**WHEREAS**, Article VII, Section 32, of the 1963 Constitution of the State of Michigan requires the holding of a public hearing on any budget of a local unit of government empowered to prepare budgets of estimated expenditures and revenues.

**NOW, THEREFORE, BE IT RESOLVED**, that a hearing be held on the 2015-2016 budget of the Downtown Development Authority of the City of Three Rivers at City Commission Chambers, City Hall, 333 W. Michigan Ave., Three Rivers, Michigan at 8:00 o'clock a.m. local time on Friday, April 10, 2015.

**BE IT FURTHER RESOLVED**, that the Executive Director publish a Notice of said hearing once in the Three Rivers \_\_\_\_\_ at least six (6) days prior to such hearing in substantially the following form:

**DOWNTOWN DEVELOPMENT AUTHORITY  
OF THE CITY OF THREE RIVERS, MICHIGAN**

**NOTICE OF BUDGET HEARING**

Notice is hereby given that the Downtown Development Authority of the City of Three Rivers will conduct a public hearing on the proposed 2015-2016 budget of said Downtown Development Authority at City Commission Chambers, City Hall, 333 W. Michigan Ave., Three Rivers, Michigan at 8:00 o'clock a.m. local time on Friday, April 10, and that a copy of said budget is available for inspection at the DDA office, 57 N. Main Street, Three Rivers, Michigan.

**The property tax millage rate proposed to be levied to support the proposed budget will be a subject of this hearing.**

The above Resolution was offered by Director \_\_\_\_\_, and supported by Director \_\_\_\_\_.

**AYES**, Directors:

**NAYS**, Directors:

**ABSTENTIONS**, Directors:

**RESOLUTION DECLARED ADOPTED: \_\_\_\_\_.**

**CERTIFICATE**

I hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the Downtown Development Authority of the City of Three Rivers at a regular meeting held on March 6, 2015, and that said meeting was conducted and a public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act No. 267 of the Public Acts of 1976, and the minutes of said meeting were kept and will be and have been made available as required by said Act.

\_\_\_\_\_  
, Secretary

## 2015-2016 Budget Review Timeline

### Date

**Tuesday, January 13<sup>th</sup>, 2015**

*City provides baseline budget to DDA*

### Setting

Organization Committee

**Friday, February 6<sup>th</sup>, 2015**

*2014-2015 Fiscal Review/Discussion*

DDA Board

*City Hall*

**Friday, February 20<sup>th</sup>, 2015**

*Annual Board Retreat*

*2015-2016 Budget / Baseline Assessment Review*

DDA Board

*DDA Board Room*

**Friday, March 6<sup>th</sup>, 2015**

*Review Draft 2015-2016 Budget / Comment*

DDA Board

*City Hall*

**Friday, April 3<sup>rd</sup>, 2015**

*Approve Draft 2015-2016 Budget*

DDA Board

*City Hall*

**Tuesday, May 2<sup>nd</sup>, 2015**

*Budget Presentation to City Commission*

City Commission

*City Hall*

**Tuesday, June 2<sup>nd</sup>, 2015**

*City Commission Approval of 2015-2016 Budget*

City Commission

*City Hall*

**Friday, June 5<sup>th</sup>, 2015**

*Final Approval of 2015-2016 Budget*

DDA Board

*City Hall*