

**CITY OF WIXOM  
DOWNTOWN DEVELOPMENT AUTHORITY  
49045 PONTIAC TRAIL  
TUESDAY, MARCH 22, 2022**

This meeting of the Wixom Downtown Development Authority came to order at 7:34 a.m. with the following individuals in attendance:

**DDA MEMBERS:** Chairperson Vanessa Willett, Vice-Chairperson Kristin Rzeznik, Melanie Cheney, Kailee Fine, Mark Garmo, Kaitie Guzowski, Russ Meredith, Carissa Serylo, Wes Umlor, and Patrick Beagle, Mayor

**ABSENT:** Excused: A. Habbouche

**STAFF:** DDA Staff: Laura Cloutier, DDA Executive Director  
City Staff: Steve Brown, City Manager  
City Staff: Drew Benson, Assistant City Manager & Director of Economic Development  
Mona Freiburger, Recording Secretary

**Determination of Quorum:**

Quorum was met.

**Reading of Vision and Mission Statement:**

Mission Statement: The Mission of the Wixom DDA is to coordinate the efforts of businesses and residents to promote the growth of the downtown area for the community's benefit.

Vision Statement: The Wixom Downtown Development Authority is to provide a friendly, welcoming downtown which will enhance and honor our history while promoting cultural, business and recreational opportunity that attract businesses and residents.

**Approval of Agenda:**

**MOTION** by Mayor Beagle and second by Board Member Cheney to approve the Meeting Agenda.

**VOTE: MOTION CARRIED**

All in favor.  
None opposed.

**Public Comments:**

No public comments.

**Approval of Minutes:**

**MOTION** by Board Member Meredith and second by Mayor Beagle to approve the February 22, 2022, DDA Regular Meeting Minutes, as presented.

**VOTE: MOTION CARRIED**

**Correspondence:**

None

**Executive Director's Report:**

None

**Old Business:**

- A. Spend Approval of DDA Capital Contribution -- Special Project funds for Civic Center Walk Path:

Chair Willett indicated in 2021, the budget was approved for \$73,332.00 to contribute to the 2022 installation and construction of the Civic Center Walking Path. These funds would offset the overall cost and create a partnership between the DDA and Parks and Recreation Commission on this project and future projects. Due to the acquirement of CDGB Funds for 2021 of \$37,331, the DDA's revised contribution is now \$42,334. A motion was recommended for the spend approval of \$42,334 from Capital Contribution Special Projects Fund.

**MOTION** by Board Member Meredith and second by Board Member Fine to approve the spend approval of \$42,334.00 from Capital Contribution Special Projects Fund to offset the overall cost and create a partnership between the DDA and Parks and Recreation Commission for the new Civic Center Walking Path.

**VOTE: MOTION CARRIED**

All in favor.

None opposed.

- B. Budget Approval for Derby Day Event:

Executive Director Cloutier indicated the 5th Annual Derby Day event would be held on Saturday, May 7, 2022 at Sibley Park. A full event is planned with pre-pandemic activities, i.e., 5K, 10K, 1 Mile Fun Run, and Tot Trot. Due to the rising prices of materials, supplies and activities, the Derby Day Committee recommended a motion to approve a budget of no more than \$13,000.00 from Events and Promotions account.

**MOTION** by Vice Chair Rzeznik and second by Mayor Beagle to approve a budget of no more than \$13,000.00 from Events and Promotions account for Derby Day 2022.

**VOTE:**

**MOTION CARRIED**

All in favor.

None opposed.

**New Business:**

A. Approval of FY 2022-23 DDA Budget

Chair Willett indicated there was a budget discussion the prior week which included Board Members Guzowski, Meredith, Fine; Vice Chair Rzeznik and herself. She stated they went through the budget, made some changes and updates.

Chair Willett brought up the key points and went line by line of the budget, which is included in the meeting packet for today. She indicated one line item, Merchandise Sales, was added to the budget. It was expressed by many board members to sell downtown Wixom merchandise at the events and Junction logo merchandise, as well.

During the overview and discussion of the budget, the DDA Board discussed Executive Director's position. A quarterly review for the executive director's position, and standardized KPI's were set to move forward. It was recommended at this point to keep the minimum 25 hours a week and then reevaluating next year when the three year contract expires.

Chair Willett recommended raising Executive Director Cloutier's salary from \$45,000.00 to \$50,000.00, since she does work more hours than the anticipated, minimum 25 hours a week on a regular basis.

**MOTION** by Chair Willett and second by Board Member Meredith to approve the Executive Director's (Laura Cloutier) salary from \$45,000 to \$50,000 per year.

**VOTE:**

**MOTION CARRIED**

All in favor.

None opposed.

Assistant City Manager Benson indicated in the report package, there is a draft of a Memorandum of Understanding between the City of Wixom and the Wixom Downtown Development Authority for cost sharing. This would be a Cooperative Service Agreement to be in effect each fiscal year, beginning in Fiscal Year 2022/2023, beginning July 1, 2022. During the annual budget process of the City and the DDA, this Memorandum of Agreement would be reviewed for revisions and renewed with the approval of the respective budgets. The Memorandum of Understanding would come back to the DDA and then go to City Council for Approval.

**MOTION** by Board Member Meredith and second by Board Member Fine to approve the budget as submitted, with the adjustment of \$13,000 for Derby Day.

**VOTE: MOTION CARRIED**

All in favor.  
None opposed.

**Information:**

- A. Downtown Business News/Events
- 2022: May 5th - The Main Event: This is Main Street Oakland County's Annual Awards Event. Waiting on specific details which will be shared when available.
  - 2022: May 7th - Derby Day Race

**Public Comments:**

No public comments.

**Executive Director's Comments:**

Executive Director Cloutier commented the Sip N Stroll event was great. The weather was wonderful. An exact number of participants was not available since a lot of the participants did not go to the DDA booth for a bag. It was nice to see a lot of Junction cups being held in hands for participation in the social district.

**Board Members' Comments:**

Board Member Guzowski indicated she lived in the condo community across the street where the community is divided into six different subdivision associations but under one master association. The master association meeting will be held on May 23, 2022 at 7:00 p.m. at the community

center. Ms. Guzowski stated she would like to speak to everyone at the meeting regarding the DDA.

Mayor Beagle stated the City would be making a presentation at that meeting and the DDA could be included as part of the City's presentation.

Vice Chair Rzeznik commented the Drafting Table would be celebrating their 6th Anniversary on Friday, April 25th and Saturday, April 26th, 2022.

Chair Willett thanked everybody who attended the budget meeting. There was a lot of great information and a lot of great things coming to the City. She also thanked the DDA Board for their time that they spend on the DDA, and she appreciated their participation for the events; she thanked Ms. Magee for attending and for her participation; she thanked Assistant City Manager Benson and Executive Director Cloutier for putting the budget report together.

**Adjournment:**

**MOTION** by Mayor Beagle, second by Board Member Meredith to adjourn the meeting. This meeting of the Wixom Downtown Development Authority was motioned and adjourned at 8:30 a.m.

Mona Freiburger  
Recording Secretary

APPROVED 4/26/2022