

**CITY OF WIXOM
DOWNTOWN DEVELOPMENT AUTHORITY
49045 PONTIAC TRAIL
TUESDAY, MARCH 28, 2023**

This meeting of the Wixom Downtown Development Authority came to order at 7:35 a.m. with the following individuals in attendance:

DDA MEMBERS: Chairperson Russ Meredith; Carissa Osburn, Vice Chairperson;
Board Members: Jessica Buck; Kaitie Guzowski; Leslie Payment;
Kristin Rzezniak

ABSENT: Excused: Mayor Patrick Beagle, Mark Garmo, Vanessa Willett

STAFF: DDA Staff: Laura Cloutier, DDA Executive Director (Absent)
City Staff: Steve Brown, City Manager (Absent)
City Staff: Drew Benson, Assistant City Manager & Director of
Economic Development
Catherine Buck (City Clerk)

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:

Assistant City Manager Benson indicated he had a request to add an additional New Business item for approval of the Annual Downtown Flower installation and maintenance contract with Landscape Design and Association, LLC.

MOTION by Board Member Payment and second by Vice Chair Osburn to approve the Meeting Agenda.

VOTE:

MOTION CARRIED

Public Comments:

None

Approval of Minutes:

Board Member Rzeznik commented she wanted to clarify on page 4, paragraph 1, the word should be “bury”, not “buy” for the power lines. She also wanted additional comments included in the Minutes in reference to the West End Commons area to include the Design Committee is exploring different options such “good”, “better” and “best” designs. The design submitted by Carlisle Wortman Associates for \$900K was the “best” design.

MOTION by Board Member Rzeznik and second by Board Member Guzowski to table the February 28, 2023, DDA Regular Meeting Minutes until the next meeting of the DDA Board.

VOTE: MOTION CARRIED

Correspondence:

None

Executive Director’s Report – March 28, 2023

This report is intended to provide a monthly review of activities related to the Downtown Development Authority Goals, as well as the other activities undertaken within Executive Director Cloutier’s role with the City of Wixom Downtown Development Authority.

The Executive Director’s Report is included in the packet submitted dated March 28, 2023 which included Oversight of Contractual Relationships & External Relationships; Downtown Economic Health; Events and Initiatives; Budget and Finances; and Special Property/Project Activities.

Assistant City Manager Benson indicated he was not going to review the entire report. He stated Executive Director Cloutier did provide an updated format for her monthly report. Assistant City Manager Benson commented if the Board had any thoughts on the information and the format of her monthly report to inform him and he would pass that along to Executive Director Cloutier.

Old Business:

None

New Business:

A. Discussion: DDA Executive Director's Review

Memo dated March 28, 2023 from DDA Chairperson Russ Meredith and DDA Executive Committee is included in the packet which refers to the DDA Executive Director Annual Review and Contract. This memo gives a summary of the performance review process and also includes a summary of Ms. Cloutier's reviews, and the individual comments associated with those scores. As a whole, the Executive Committee found Ms. Cloutier's performance to be Satisfactory, and that she has demonstrated growth within the position over the first three years in the role. In addition, the Executive Committee noted that Ms. Cloutier demonstrated improvement in the performance of the tasks outlined in the Executive Director's position description and associated KPI's and has developed productive and valuable relationships with City departments, the Wixom business community; and other DDA Executive Directors in Oakland County and across the Michigan Downtown Associations.

The report included some of the areas for improvement. The Committee determined that it is in the best interest of the Wixom DDA, at this point, to retain Ms. Cloutier and continue to evaluate her performance. Ms. Cloutier has indicated a willingness to be retained subject to negotiation of a new agreement.

The Executive Committee also recommended provisions for the next DDA Director contract.

It is the recommendation of the DDA Executive Committee to the DDA Board to authorize the Executive Committee to enter negotiations with Ms. Cloutier for continued DDA Executive Director services and authorize City Management to work with the City Attorney to draft a new contract for the DDA Board's consideration with a budget not to exceed \$1,000.00 from line item 248-729-956.015 – Organization Committee.

In the discussion, Assistant City Manager Benson indicated the Executive Committee comprised of Chairperson Meredith, Vice Chair Osburn, Mayor Beagle, City Manager Brown and himself. The Executive Committee had multiple meetings to review the process and went over past reviews by the previous Chair and Vice Chair. One option discussed was, do you put the whole contract out to bid, do you look at extending and retaining who you have, and weighing the pros and cons, specifically, in this labor market. The initial three year contract is nearing the end, and the recommended next steps is included in the memo to retain Ms. Cloutier and seek to begin the process of negotiating a revised contract with a more open ended at-will contract where the DDA would still retain the option to, if you seek to make a change, a 30 day notice as opposed to a hard stop on an annual basis. This would also build in opportunities to review her compensation, hours, etc., and also formalize the review process points. The provisions are still up for discussion, and this is not necessarily the point of today's conversation.

Assistant City Manager Benson stated they are seeking authorization to begin negotiations and work with city management and city attorney to draft a contract that the DDA Board could

consider. Executive Director Cloutier's contract does not expire until June 30, 2023. There is a good amount of time to work through these points, if the Board has any additional thoughts.

Chairman Meredith commented the Executive Committee looked at the sort of applications they had last time and looked at the fact that many of the other local DDA Executive Directors are city employees with full benefits; the DDA Executive Director of Wixom is not a city employee. He indicated Executive Director Cloutier has been growing on the job and has showed improvements and still improving during the two years since he has been on the DDA Board. Ms. Cloutier has a definite interest in the job, she cares about the City and wants to make this a success.

Board Member Payment inquired is there were any concerns with some of the areas where Executive Director Cloutier has her plate full, and that she won't be able to perform her duties when needed. Chairman Meredith indicated one of the considerations was to expand the number of hours for the Executive Director; her job requires a minimum of 25 hours.

There was discussion of being an independent contractor versus a city employee. Assistant City Manager Benson indicated the DDA is technically a subset of the City; the City is responsible for anything the DDA does. One of the main benefits is that it is less expensive to keep doing it under contract, depending on how it is structured, because you don't have to pay for benefits.

Board Member Guzowski commented the DDA Board needs to make sure Ms. Cloutier can provide for the DDA, if we decide to take her on as full time. Board Member Guzowski indicated she wished Ms. Cloutier would ask for help when needed to contract out these duties such as graphic design work.

Chairman Meredith commented the Executive Director weekly task reports had been readdressed with Ms. Cloutier. This report may be changed from weekly to bi-weekly. He indicated he wanted to see more detail along the lines of the report, not just phone calls. Chairman Meredith wanted to know what was accomplished over the list of phone calls. Vice Chair Osburn clarified she believed there was a miscommunication when Chairman Meredith and herself took over as Chair and Vice Chair. They agreed the report should be more high level of work accomplished. In the evaluation with Executive Director Cloutier, these things were addressed and what could be done moving forward to provide her with the tools and support. Assistant City Manager Benson indicated it is very important that the DDA Board and the Executive Committee consistently communicate their expectations to Ms. Cloutier. One of the key priorities on the feedback side is to better structure a system that gives her feedback on the expectations.

Board Member Guzowski inquired why the Executive Committee is only involved in the Executive Director's performance review, and not the whole DDA Board. Assistant City Manager Benson addressed the review process and who is involved. He indicated he was not

involved with the review and putting it together. The Executive Committee is the group that has done it in the past. It is easier to do this in a small group format. Board Member Guzowski indicated Vice Chair Osburn made a good point in saying there are smaller committees such as the Design Committee, the Economic Committee, etc., small groups of people who come back and share with the Board their discussions and then the Board as a whole can discuss these items.

Board Member Buck commented she thought Executive Director Cloutier does a great job; she started a week before COVID, and then dealing with the COVID happenings. Board Member Buck indicated once she stated she wanted to volunteer, she met with Executive Director Cloutier, and she was immediately proactive. Board Member Buck stated Executive Director Cloutier is constantly begging for volunteers, sets up volunteer meetings and people don't show. Executive Director Cloutier goes to businesses, offers them help, writes out grants, and all they have to do is sign them. The businesses are slowing down, and people aren't reaching out for help. Executive Director Cloutier sends out surveys, and only two businesses respond to her; she sets up volunteer meetings, and annual presentations, and people aren't showing up. Board Member Buck commented Executive Director Cloutier reached out to Josh, graphic designer, constantly for website revisions, and he doesn't attend the meetings or responds to her. Board Member Buck stated she was surprised at the performance review and how low the remarks were; she didn't know if the Board expects perfection, but a lot of her job relies on other people and other people aren't doing the jobs, as well. Executive Director Cloutier holds events to get traffic downtown and some of the businesses indicate they aren't going to stay open for the events.

Chairman Meredith stated they discussed ways of trying to reach out more with the community; one is by holding the annual meeting, DDA presentation, at the homeowner's association meetings. Those residents are providing 95% of the budget.

Chairman Meredith commented he thought Executive Director Cloutier does a good job, and she is growing. The report allows room for growth.

The Executive Director's contract will be brought forward; the new contract has not been negotiated.

MOTION by Board Member Payment and second by Vice Chair Osburn to authorize the Executive Committee to enter negotiations with Ms. Cloutier for continued DDA Executive Director services and authorize City Management to work with the City Attorney to draft a new contract for the DDA Board's consideration, with a budget not to exceed \$1,000 from line item 248-729-956.015 – Organization Committee.

VOTE: MOTION CARRIED

B. Discussion: Southwestern Pontiac Trail Streetscape & West End Commons Area

Memo dated March 28, 2023 from City Manager Steven Brown, DDA Executive Director Laura Cloutier, Assistant City Manager and Director of Economic Development Drew Benson regarding Southwestern Pontiac Trail Streetscape and West End Common area is included in the packet. The memo includes Administrative Summary; Southwestern Pontiac Trail (Klebba) Streetscape; and West End Common Area. The memo indicates the Administration recommends that the DDA Board approve the following motions:

- Approve the recommendation to seek repair estimates for the West End Streetscape project, and reallocate the \$91,666 budgeted in FY 23/24, and FY 24/25 to the fund balance of each fiscal year;
- Approve the recommendation to adopt a resolution in support of the West End Common Area project in pursuit of Federal Funding as presented;
- Approve the recommendation to budget \$25,000 under line item 248-729-956.481, Special Studies/Services in FY 23/24 for design and engineering expenses related to the West End Common area.
- Approve the recommendation to budget \$200,000 under line item 248-966-999.004, Capital Contribution – Special Projects in FY 23/24 for Construction of the West End Common area.

Assistant City Manager Benson stated there are a lot of updates on these two projects over the last week which were summarized in the memo dated March 28, 2023.

Mr. Mike Darga, project engineer from Hubbell, Roth and Clark (HRC) indicated they bid this project out back in 2018-19 and didn't receive any bids at all. The bid was put out a couple of months ago. One bid was received. The bid was expected to be approximately \$300K but it came back at \$540K. Since then, they have talked to the contractor. The numbers for the concrete were pretty good at \$200K and then \$300K in landscape. In talking with the contractor, the landscape supplier didn't get back to him with final numbers. Mr. Darga indicated there is some room to negotiate with them; it will probably be in the \$400K project range. The contractor for the concrete is Audia Concrete which is located in Milford. Mr. Darga stated he will be meeting with the contractor today to discuss the cost and budget.

Board Member Payment indicated she works in the Klebba Building; she has had many business relationships with architects and engineers. Board Member Payment inquired if this project and the streetscape for Wixom Liquor could be combined to make the project more appealing to contractors. Board Member Payment stated she would like to make telephone calls to some clients to see if they would be interested in this project. Mr. Darga stated this would affect the bidding process and would, essentially, be rebidding it. The bidding process is closed.

Assistant City Manager Benson stated they have asked HRC to put together an estimate for designing that side of the street. That project, best case scenario, could be designed and worked out for an estimate, and bid out next Spring. If we were to put the project out for rebid and done as a larger project, this would, basically, be kicked out until next year to be bid.

Board Member Payment commented on her concern, her business is located in the Klebba Building, the whole area is a big tripping hazard and has been for years. It is embarrassing. Assistant City Manager Benson stated they can fix the immediate problems; the estimate is in the \$80K to \$90K range. That would solve the immediate problem, but it doesn't address the landscape. It doesn't improve, it just eliminates the safety hazard. Board Member Payment indicated the safety hazards have to go; and she is not necessarily agreeing with the short-term fix. Across the street, it is beautiful and then on this side, it is not.

Assistant City Manager Benson stated he didn't have time to get all of the information together. We have 60 days to work out with this particular contractor. This would give enough time to rework the project and get some feedback from the DDA in April, perhaps the spending thresholds would be more comfortable. If the two projects were to be merged for a bigger project, it would not happen until next year. There is an immediate problem of the safety concerns in front of the Klebba Building. We may want to get some consideration to the idea of fixing the immediate concern and then making the bigger project next year.

Mr. Darga indicated, realistically, they may be able to get the project done closer to \$400K. Assistant City Manager Benson inquired if this amount would be welcomed to the DDA Board, which would be done by the end of the year. Board Member Payment stated she would love to see this but if it is going to be a compromise, and it is going to be a lot of money to do the repair, and then the streetscape, it might be a question mark; but it would be really nice to get the sidewalk repaired. Mr. Darga commented they don't have production right now and have this set up to be done by July 1st, so it is done before the summer. He could give them until September 1st, which may put them at ease. Mr. Darga stated he would come back to the DDA Board with options.

West End Commons Area.

Assistant City Manager Benson indicated there was good news regarding the West End Commons Area. The project has been selected as part of Congresswoman Stevens' FY'24 Community Project Funding. Their office is required to submit these requests to the respective appropriation subcommittees by next week and will need to demonstrate strong community support for this project. In order to advance to the next stage, Congresswoman Stevens' office would need the Google Form submitted with project letters of support no later than Wednesday, March 29, 2023.

Assistant City Manager Benson stated they amended the budget after the recommended budget. In the today's packet is different than what was looked at, previously. The resolutions in support of this project, they are asking the DDA to approve. City administration will fill in the

blanks. They are asking City Council at tonight's meeting to approve a resolution of support for the West End Common area project, all of which would be submitted along with the numerous letters of support for the project.

A motion needs to be made to adopt the resolution in support of the West End Common Area project and also to budget \$25,000 under line item 248-729-956.481, Special Studies/Services in FY 2023/2024 for Design and Engineering Expenses Related to the West End Common Area; and to approve \$200,000 under line item 248-966-999.004, Capital Contribution, Special Projects in FY 2023/2024 for Construction of the West End Common Area.

MOTION by Board Member Rzeznik and second by Board Member Guzowski to adopt a resolution in support of the West End Common Area project in pursuit of Federal Funding as presented.

VOTE: MOTION CARRIED

MOTION by Board Member Rzeznik and second by Vice Chair Osburn to budget \$25,000 under line item 248-729-956.481 – Special Studies/Services in FY 2023/2024 for Design and Engineering Expenses Related to the West End Common Area.

VOTE: MOTION CARRIED

MOTION by Board Member Rzeznik and second by Board Member Payment to budget \$200,000 under line item 248-966-999.004 – Capital Contribution – Special Projects in FY 2023/2024 for Construction of the West End Common Area.

VOTE: MOTION CARRIED

C. Flower Contract (Addition)

The Design Committee is requesting approval of the annual downtown flower installation and maintenance contract with Landscape Design and Associates. The \$46,289 includes 84 hanging baskets on 42 poles; installation of the flowers, as well as daily watering, weekly fertilizing and general maintenance from June 1st through November 1st, 2023. The amount last year was approximately \$39K. There are not a lot of firms who provides this service and given the timing, there is not much of an opportunity to weigh options.

Board Member Payment inquired if this includes more baskets, if we are redoing sidewalks, etc., to include the west end area. Board Member Guzowski stated they added several flowers last year through the Design Committee. It was her understanding that they were purchased but not

100% were installed; she believed Executive Director Cloutier received money back or rolled it into this year. Old Wixom Road has flowers, but they weren't out last year because of the construction.

Board Member Rzeznik indicated last year there was an insect that ate the flowers and the reason why the flowers weren't as brilliant. There was a budget of \$50K in total for the project but it is going to be split for this fiscal year and next fiscal year.

Assistant City Manager Benson indicated the contractor updated the 2020-21 contract and then gave it back to the DDA; the adjustments will be made before the contract goes to City Council on April 11, 2023. The map is also from 2021. The notes will be updated.

Board Member Rzeznik indicated the flowers look wonderful and makes a powerful impact to the downtown. This may be a project for Executive Director Cloutier to look at new quotes next year.

Ms. Deanna Magee, Parks and Recreation, commented they have looked for 20 years to find contractors for the flowers. The problem is that no one wants to do this, and the companies will tell you flat out. This job involves staffing every day, trucks, equipment, etc.

MOTION by Vice Chair Osburn and second by Board Member Rzeznik to approve the Annual Downtown Flower Installation and Maintenance Contract with Landscape Design & Associates, LLC of Brighton, Michigan in the amount of \$46,289 from Downtown Flowers Account #248-729-956.016 for recommendation to the Wixom City Council.

VOTE: MOTION CARRIED

D. Discussion: FY 2023-24 DDA Budget

Please refer to the March 28, 2023 Memo from City Manager Steven Brown, DDA Executive Director, Laura Cloutier and Assistant City Manager & Director of Economic Development Drew Benson in reference to the recommendation to approve FY23/24 DDA Budget for Recommendation to City Council. This memo includes Administrative Summary and the recommendation from Administration for the DDA Board to approve the proposed fiscal year 2023/24 budget as presented for recommendation to Wixom City Council.

Assistant City Manager Benson summarized the breakdown of the budget and what's being proposed. He stated on the revenue side, things are looking very positive for the DDA. There is a 19% increase in the capture. Most of the operating or administrative costs relatively stayed the same; no significant changes other than the addition of \$8K up to \$18K total for Downtown Dazzle, the increase cost for the lights on the trees. Some of the highlights were discussed during the budget study session. Downtown Development grants were repackaged, although the principle is still the same; the DDA is putting funds aside to help facilitate redevelopment

projects but will instead focus on the public aspects of the projects that we can get involved in such as streetscape, power lines, etc. They anticipate having a better list of items for the Renton Redevelopment area this summer for discussion. If another project comes up, there is always an opportunity to reallocate those funds. For special studies and services, they have \$75K budgeted for FY 23-24 which includes \$25K to design the streetscape on North Wixom Road in front of Wixom Liquor.

Assistant City Manager Benson indicated Executive Director Cloutier and some members of the DDA Board were part of the committee to work on Economic Development and the Economic Development marketing strategy that the City, ultimately, adopted in January, 2023. One of the recommendations is that the City and DDA should have a more concerted effort into looking at what our logo, branding and signage in the community looks like to better identify Wixom and downtown Wixom as a place. The City and the DDA will both budget \$25K each (\$50K total) to find a firm to work with us to evaluate the brand, logo and help development signage as well as a plan to install them.

Vice Chair Osburn commented this would not include the Junction signage, which would be separate under the DDA budget.

Board Member Buck indicated if we are coming out with a new logo, we should start contemplating some of the things that we have in our hopper that would improve the City. Assistant City Manager Benson indicated they anticipate including community services, parks and Recreation being involved in this process, as well. Community services and the City will be working on the Parks and Recreation master plan which is being updated this fiscal year. It should all tie in together in having a cohesive plan.

Deanna Magee, Parks and Recreation, stated they applied through Oakland County for improvements to the senior center which also includes some landscaping and outside of the building as well as along the pathway. They received a \$200K grant.

Assistant City Manager Benson indicated in fiscal year 23-24, they would be running a deficit in terms of revenue to expenses. They will anticipate \$288K over which would leave a fund balance of \$54K. This would assume the DDA spends the full \$180K related to the Renton Redevelopment area. Assistant City Manager Benson did not anticipate this to be a problem, but he wanted to point this out.

Assistant City Manager Benson spoke about the transfer to general fun cost of services; the increase proposed is \$248K. The difference, basically, is the addition of cost to be for a full-time public works employee. That person would not be dedicated to downtown, it would be in exchange for entertaining an increased length of service to the downtown district from DPW. The provisions of that will be laid out in the DDA annually. The Design Committee has been working with Executive Director Cloutier on what the scope should look like which includes working on the trail, etc. One of the issues discussed at the budget meeting, would it be more

cost effective, or does it make sense to contract those services out as opposed to using a city employee? It cannot be contracted out because those duties are under the union. For union employees, their wage increases are governed by a collective bargaining agreement.

MOTION by Chairman Meredith and second by Vice Chair Osburn to approve the Proposed Fiscal Year 2023/2024 DDA Budget as presented to the Wixom City Council.

VOTE: MOTION CARRIED

E. West End Commons Renderings Additional Spend

The Design Committee has requested revisions to the West End Commons Renderings to show two abbreviated versions along with the estimated costs. After review from Carlisle Wortman Associates, the additional request is an additional \$1,000.00. The initial approved spend was not to exceed \$2,500.00. At this time, there is \$805 remaining from the original approved amount. It is recommended to approve a spend not to exceed \$2,000.00 for the additional renderings and potential future updates that may occur from the Downtown Enhancement Account, #248-729-9567.006.

Assistant City Manager Benson indicated the Design Committee has requested provisions to the West End Commons Area renderings to show different versions. After working with Carlisle Wortman Associates, there will be additional costs that are above what was originally budgeted.

Chairman Meredith indicated the additional renderings would be different options...good, better, and best. We have the "best" right now. The Design Committee did a good job to come up with what we wanted, and this would give them the ability for the next two options.

MOTION by Board Member Buck and second by Vice Chair Osburn to approve a spend not to exceed \$2,000 for the additional renderings and potential future updates that may occur from the Downtown Enhancement Account, #248-729-956.006.

VOTE: MOTION CARRIED

F. Downtown Clean Up

In 2022, the Design Committee organized a downtown clean up encompassing the entire downtown. The focus was to remove debris, weeds, etc., from downtown properties. This effort took place on Earth Day. The Design Committee would like to continue with this proactive effort. It is recommended to approve a budget not to exceed \$1,000.00 from the Design Committee Account.

Board Member Rzeznik commented last year for Earth Day, the Design Committee put together a downtown clean-up day. The Design Committee is proposing another clean up this year. The

date is to be determined but they would try to have it coincide with when the Trail Council does their clean up. Earth Day is the ribbon cutting for the Michigan Air Line Trail. The Committee is looking to spend up to \$1,000.00, but it is very unlikely to spend the entire amount. The spend would be for supplies.

MOTION by Board Member Rzeznik and second by Board Member Payment to approve a budget not to exceed \$1,000 from the Design Committee Account #248-729-956.005.

VOTE: MOTION CARRIED

G. Michigan Air Line Trail Table to Table Sponsorship.

In 2022, the DDA sponsored the inaugural Table to Table Ride hosted by the Michigan Air Line Trail Council. The DDA has been asked to sponsor again for the June 3, 2023 event at the \$500.00 level that would include the DDA logo on marketing and swag materials for the event. It is recommended to approve this amount to sponsor the Table to Table Ride hosted by the Michigan Air Line Trail Council at the \$500.00 level from the Promotions Committee Account.

MOTION by Vice Chair Osburn and second by Board Member Payment to approve to sponsor the Table to Table Ride hosted by the Michigan Air Line Trail Council at the \$500.00 level from the Promotions Committee Account.

VOTE: MOTION CARRIED

H. Main Event MSOC Awards

The Main Event is an awards ceremony that is hosted by Main Street Oakland County (MSOC) each year to celebrate the achievements of all of the MOSC participating communities. This year, it will take place on May 4, 2023 in Downtown Pontiac. In the past, we have offered to cover the ticket fee for board and committee members, and DDA volunteers. At this time, Executive Director Cloutier and Chairperson Meredith will be attending. It is recommended to approve a budget not to exceed \$500.00 from the Downtown Development Expenses Account.

Chairman Meredith commented last year the DDA won an award for Wednesdays in Wixom. He said it was a good time, people enjoyed it and it is a chance to get out and see people.

MOTION by Vice Chair Osburn and second by Board Member Payment to approve a budget for the Main Event MSOC Awards not to exceed \$500.00 from the Downtown Development Expenses Account, #248-729-956.001.

VOTE: MOTION CARRIED

Information:

A. Committee Reports/Updates

- Promotions Committee

Board Member Buck indicated the Committee met a couple of times. She commented it was discussed previously that they wanted to move the Block Party to be closer to the road which would not only showcase the new sidewalk in front of Drafting Table, but it helps with closing the road because it is safer. Executive Director Cloutier reached out to Oakland County and got the stage to use for the Block Party. There will also be a petting zoo for the children; ax throwing may be an option; and getting more vendors.

Chairman Meredith stated that last year with the Air Line Trail being built, they couldn't tell where it was, but they hope is to keep it down that way to draw more people to the businesses.

- Design Committee

Board Member Rzeznik indicated she did not have anything new to add for this discussion. The next meeting will be held on Tuesday at Drafting Table at 5:00 p.m.

- Economic Vitality Committee

Assistant Manager Benson stated the Economic Vitality Committee is working on two main things related to the Renton Redevelopment area. He did anticipate receiving some renderings to discuss at the next meeting in May. He has a meeting with Carlisle Wortman Associates on Thursday, and he is hoping to have some useful information to discuss in May.

The other item is the barn situation. The last thing discussed was doing some public engagement on our own to inform, give some guidance or suggestions to City Council as to what they may consider there. Parks and Recreation is working on updating their master plan which would include community engagement. They are looking to work together on this. They will keep everyone informed on what the process looks like; there will be opportunities with the DDA to be a part of the planning process, as well.

- Organization Committee

Chairman Meredith commented there will be a volunteer appreciation event held on May 15, 2023 to be held at Wixom Station. They are looking to try to get more volunteers. Attending the

Anthem HOA meeting is an option along with having a presentation at the City Council meeting for one of the two mandatory annual required presentations.

B. Downtown Business News/Events

- 2023: April 20th – MSOC Summit
- 2023: April 26th – Planners Gathering Social Districts (Virtual)
- 2023: May 4th – Main Event MSOC Awards
- 2023: May 6th – Derby Day Races
- 2023: May 25th – DDA Volunteer Appreciation Event
- 2023: May 24th – Sip N Stroll

Public Comments:

Deanna Magee, Parks and Recreation, stated at Mack Park, they do have the shelter as well as the town clock and planning to have them installed, hopefully, by the end of May.

Executive Director's Comments:

None

Board Members' Comments:

Vice Chair Osburn congratulated Drafting Table for their Anniversary. She said it was a great turnout and enjoyed themselves.

Board Member Guzowski thanked Mr. Darga for his help with the sidewalk project; and also thanked Deanna Magee for attending the meeting.

Adjournment:

This meeting of the Wixom Downtown Development Authority was motioned and adjourned at 9:16 a.m.

Mona Freiburger
Recording Secretary