CITY OF WIXOM
DOWNTOWN DEVELOPMENT AUTHORITY (ZOOM) SPECIAL MEETING
49045 PONTIAC TRAIL
WEDNESDAY, APRIL 7, 2021
7:30 a.m.

This meeting of the Wixom Downtown Development Authority came to order at 7:30 a.m. with the following individuals in attendance:

DDA MEMBERS: Chairperson Vanessa Willett, Vice-Chairperson Kristin Rzeznik, Kailee Fine, Amanda Habbouche, Melanie Klebba-Cheney, Caleb Sheng, and Patrick Beagle, Mayor

ABSENT: Excused: J. Smith; W. Umlor

STAFF: DDA Staff: Laura Cloutier, DDA Executive Director
City Staff: Steve Brown, City Manager
Marilyn Stamper, Director of Finance
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 Board Member Klebba-Cheney and second by Vice Chairperson Rzeznik to approve the Meeting Agenda.

VOTE: MOTION CARRIED

All in favor.
None opposed.

Public Comments:

None

APPROVED 5/4/2021

Correspondence:

None

Old Business:

None

New Business:

The DDA Board Members, Finance Director Marilyn Stamper, and City Manager Steve Brown discussed the following items:

- 2021-2022 Budget Review - Discussed and reviewed by Finance Director Marilyn Stamper and Chairperson Willett
- 2021-2022 Special Project Presentation - Discussed and reviewed by City Manager Brown, Chairperson Willett, Vice Chairperson Rzeznik, and Executive Director Cloutier: Trail Town list and map; walking path extension in downtown area; social district; hanging plants for the downtown area
    - See attached discussion notes submitted by Vice Chair Rzeznik
- Committee Budgets and Expenditures - Discussed by Chairperson Willett, Vice Chairperson Rzeznik and Executive Director Cloutier: Committees: Promotions and Events, Marketing and Branding, Design Committee and Economic Vitality Committee
- 2021-2022 Budget Work Session and Approval - Discussed by Chairperson Willett, Finance Director Stamper and DDA Board Members

MOTION by Chairperson Willett and second by Board Member Fine to approve to redistribute/ allocate the funds for $8,000.00 - Promotions and Events; $8,000.00 -- Marketing and Branding; $5,000.00 -- Economic Vitality; and $9,000.00 -- Design Committee.

VOTE: MOTION CARRIED

All in favor.
None opposed.

MOTION by Chairperson Willett and second by Board Member Sheng to approve $73,322.00 to be allocated to the DDA budget and to be presented to City Council as a collaboration event for the extension of the loop and for future development of the property behind City Hall.

APPROVED 5/25/2021

VOTE: MOTION CARRIED

All in favor.
None opposed.

MOTION by Chairperson Willett and second by Vice Chairperson Rzeznik to approve $46,528.00 for 17-inch flower baskets to be installed and maintained in the downtown area.

VOTE: MOTION CARRIED

All in favor.
None opposed.

Adjournment:

MOTION by Vice Chairperson Rzeznik, second by Board Member Sheng to adjourn the meeting. This meeting of the Wixom Downtown Development Authority was motioned and adjourned at 7:00 p.m.

Mona Freiburger
Recording Secretary

APPROVED 5/25/2021