CITY OF WIXOM
DOWNTOWN DEVELOPMENT AUTHORITY
49045 PONTIAC TRAIL
TUESDAY, APRIL 25, 2023

This meeting of the Wixom Downtown Development Authority came to order at 7:31 a.m. with the following individuals in attendance:

DDA MEMBERS: Chairperson Russ Meredith; Carissa Osburn, Vice Chairperson; Board Members: Jessica Buck (arrived 7:32 a.m.); Mark Garmo; Kaitie Guzowski; Leslie Payment; Kristin Rzeznik; Vanessa Willett; Patrick Beagle, Mayor

ABSENT: None

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 Willett to approve the Meeting Agenda.

VOTE: MOTION CARRIED

All in favor.
None opposed.

Approved 5/23/2023

Public Comments:

None

Approval of Minutes:

MOTION by Board Member Rzeznik and second by Mayor Beagle to approve the February 28, 2023, DDA Regular Meeting Minutes, as amended.

VOTE: MOTION CARRIED

All in favor.
None opposed.

MOTION by Board Member Willett and second by Vice Chair Osburn to approve the March 28, 2023, DDA Regular Meeting Minutes, as amended.

VOTE: MOTION CARRIED

All in favor.
None opposed.

Correspondence:

None

Executive Director's Report: April 23, 2023

Executive Director's Report included in packet.

Chairman Meredith commented he liked the way the Executive Director's report was done.

Executive Director Cloutier commented the website has been updated; and if there was anything that the Board Members felt should be included to let her know. There is a business directory also included on the website; if you click on the business, it takes you to the Google map for the address and their location. The requirements for the PA 57 of 2018 reporting were updated along with updated pictures.

Executive Director Cloutier thanked Board Member Rzeznik for organizing Earth Day cleanup. There were about 16 to 18 volunteers including the foreign exchange students from Walled Lake Western. The foreign exchange students were, also, at the City offices learning about local government.

Approved 5/23/2023

Board Member Guzowski inquired about asking the City to add DDA items to their website and vice versa.

Board Member Willett commented the DDA has been struggling to get Josh (website contractor) to do some of the updates. Executive Director Cloutier indicated his workload has been busy and they were able to set up a meeting. She commented Josh gets the work completed. Josh does get paid monthly and his work includes website maintenance, and security updates.

Board Member Buck complimented Executive Director Cloutier on the design of the Sip N Stroll logo.

Old Business:

A. Southwestern Pontiac Trail Streetscape:

Memo dated April 25, 2023 from City Manager Steven Brown, DDA Executive Director, Laura Cloutier and Assistant City Manager and Director of Economic Development, Drew Benson to Wixom Downtown Development Authority (DDA) Board regarding Request to Approve Expenditure – Southwestern Pontiac Trail Streetscape included in the packet.

Recommendation: Staff recommends that the DDA Board approve the following motions:

- Approve the construction bid from Audia Concrete Construction, Inc., as outlined in the HRC memo dated April 16, 2023, for redevelopment of the Southwestern Pontiac Trail Streetscape in the amount of $485,000 and recommend approval by the Wixom City Council.

- Approve revised DDA budgets for FY 23/24, FY 24/25, and FY 25/26 for recommendation to the Wixom City Council to provide reimbursements to the City of Wixom's Safety Path Fund for the Southwestern Pontiac Trail Streetscape project and recommend approval by the Wixom City Council.

Assistant City Manager Benson indicated administration overviewed the one bid that was received for the Streetscape project on the southside of Pontiac Trail, west of Wixom Road. The bid is, significantly, higher than budgeted. There were some concerns regarding some of the numbers which were in the bid. Administration was in the process of figuring how to get the costs down and then make a recommendation to City Council. A revised quote and fund arrangement was included in the packet. City staff is asking the DDA to approve and move forward with the amount of approximately $485,000. This amount includes the full scope of the original project from Wixom Road to Old Wixom Road. There are no deletions in terms of the plantings. All of the options were evaluated, and the recommendation is to do the whole project, even if it is significantly more expensive than anticipated. The odds of the project costs going down is unlikely. The proposed funding arrangement would be to maintain the $91,667 that is already in the fiscal year 2022-23

Approved 5/23/2023

budget; then adding $131,111 to contributions to the City Safety Path Fund over the next three fiscal years 2023/24, 2024/25, and 2025/26. This structure was discussed, previously. The proposal would have the City cover the engineering and contingency costs out of the Safety Path Fund to offset some of the costs to the DDA.

Board Member Willett asked if there was discussion of the City giving extra money as this project should have been done years ago. Assistant City Manager Benson indicated part of the problem, originally, was there were no bids received when the project was bid out in 2018. Mayor Beagle inquired to Mr. Darga the reasoning for only one bid. Mr. Darga stated in talking with the contractor, there is a labor shortage, and everyone is short staffed. There is a limit to the projects the contractors can do. This project is a big project with road closures during the day. Assistant City Manager Benson commented there were 43 businesses who received the bid solicitation, opened it, and looked at it; 42 contractors decided not to bid on the project.

Chairman Meredith indicated money would be spread out over four years, $211,000 that we weren't planning on spending. He inquired which projects cannot be done. Assistant City Manager Benson answered the adjustment the City recommends is to reallocate $100,000 from the Downtown Readiness funds for fiscal year 2023/24, which has not been allocated to any specific project. The benefit of this funding is that there are no financing costs. The cost would be repaid over the course of multiple fiscal years.

Line items were discussed including the cost of bike racks. There are a few bike racks at DPW which could be used. Assistant City Manager Benson indicated Executive Director Cloutier would be instrumental in working through this process.

The timeline for completion would be approximately August 1st, 2023.

MOTION by Board Member Guzowski and second by Mayor Beagle to approve the construction bid from Audio Concrete Construction, Inc., as outlined in the HRC memo dated April 16, 2023, for redevelopment of the Southwestern Pontiac Trail Streetscape in the amount of $485,000.00 and recommend approval by the Wixom City Council.

VOTE: MOTION CARRIED

All in favor.
None opposed.

MOTION by Vice Chair Osburn and second by Mayor Beagle to approve revised DDA budgets for FY 2023/24; FY 2024/25; and FY 2025/26 for recommendation to the Wixom City Council to provide reimbursements to the City of Wixom's Safety Path Fund for the Southwestern Pontiac Trail Streetscape project and recommend approval by the Wixom City Council.

Approved 5/23/2023

VOTE: MOTION CARRIED

All in favor.
None opposed.

New Business:

A. Design: West End Trash Receptacle Tops Purchase

The trash receptacles in the west end of downtown have been in a place for approximately 18 months. During this time, they have not had proper coverings to keep out the rain and snow. With this, business owners have graciously emptied these receptacles and have had a bigger mess to deal with than just emptying the garbage. The Design Committee received a quote of $1,032.24 from the Park and Facilities Catalog of Delray Beach, Florida. This is the same company the trash receptacles were purchased. It is recommended to approve the purchase of five trash receptacle tops from the Park and Facilities Catalog of Delray Beach, Florida at $1,032.24 from account #248-729-956.006.

Executive Director Cloutier indicated the DDA purchased trash receptacles for the west end of the downtown area. Lids were not part of the purchase. She asked the Board Members for approval of five plastic dome tops from the Park catalog for the total price of $1,032.44.

Board Member Rzeznik indicated Aaron Rzeznik has been emptying the trash can on the Drafting Table side of the street. Board Member Guzowski suggested the extra DPW employee which may be employed to empty out the trash cans as part of the downtown workload list. Assistant City Manager Benson indicated the City does empty out the trash cans but not always at the most frequent times.

MOTION by Board Member Rzeznik and seconded by Board Member Guzowski to approve the purchase of five (5) trash can receptacle lids in the amount of $1,032.44.

VOTE: MOTION CARRIED

All in favor.
None opposed.

Information:

A. Committee Reports/Update

- Promotions Committee

Approved 5/23/2023

Board Member Buck commented the Committee is in the process of planning Derby Day. They are meeting with the fire department and police department to discuss details. The Committee needs more volunteers for the three different races. There will be some gift Volare cards given to the winners of the races. Drafting Table is having a party after the race.

There will be a Happy Hour for all volunteers on May 15, 2023 at Wixom Station. There are approximately 35 people attending. A final count will be submitted to Wixom Station on Monday. If you have not received an evite, please notify Executive Director Cloutier.

A Sip N Stroll event will be held at the end of May. There will be only a couple of these events this year. A game night is the theme with a video gaming truck and karaoke. This event will be held on Wednesday, May 24, 2023.

Planning for the Block Party is ongoing. Executive Director Cloutier hired the "Mega 80's" band for the Block Party. There will be face painting, a petting zoo for the kids, and fowling as an activity.

The next meeting for the Promotion Committee will be held on this Thursday at Backyard Coney at 8 a.m.

- Design Committee

Board Member Rzeznik indicated she did not have any additional comments.

- Economic Vitality Committee

Assistant City Manager Benson commented the Committee met to overview initial concepts for the Renton Redevelopment Project, and the initial retail market study. They were, generally, pleased with the information received thus far. There were good discussions regarding what the Committee would like to see. The plan is to take those concepts and get comments from various groups including the Road Commission, DTE, etc., as it relates to the power lines. A joint meeting will be held to discuss the revised concepts at a joint meeting of the DDA, Planning Commission and City Council, etc., which will be held in late May or early June, 2023. Assistant City Manager Benson indicated they are on target and would anticipate the full concept to be ready in August or September, 2023 for the developer. Outdoor seating is part of the concept for businesses that are restaurant/food oriented.

Chairman Meredith suggested to have some of the actual business owners get specific information on what they would like to see for their businesses. The DDA and/or Executive Director Cloutier would approach the businesses and the businesses indicate everything is fine; maybe the businesses would discuss amongst other businesses. Board Member Willett commented business owners don't want somebody else to tell them how to run their business or what they need. It is much more well received from another business owner. She indicated there are ways to help the businesses; maybe with some digital advertising, etc. Executive Director

Approved 5/23/2023

Cloutier stated they will create a form and share the form on Google Drive Share for the businesses to insert their comments. A procedure and form will be created.

- Organization Committee

Chairman Meredith commented the Organization Committee is working on two major projects including getting more volunteers. A party will be held for volunteers in May at Wixom Station.

Board Member Payment commented her agency is planning on offering employee incentives such as PTO time in an effort to get more volunteers which will be held soon.

Board Member Guzowski commented communication with the volunteers needs to be ongoing such as an outreach plan.

B. Downtown Business News/Events

- 2023: May 4th- Main Event MSOC Awards
- 2023: May 6th – Derby Day Races
- 2023: May 15th – DDA Volunteer Appreciation Event
- 2023: May 24th – Sip N Stroll
- 2023: June 1st – Summer Concert Series
- 2023: June 22nd – Light the Night Fireworks

Public Comments:

Steve Hartman from Green Goat gifts attended the meeting and will fill out an application to become a DDA Board Member.

Executive Director's Comments:

Executive Director Cloutier gave kudos to Board Member Guzowski for putting together the ad in the Trail magazine; she did an excellent job. As soon as Executive Director Cloutier receives additional copies, she will pass them out to the Board Member. She thanked the Board for continuing to volunteer and making the downtown as best as they can.

Assistant City Manager Benson commented City Council was receptive to the DDA's proposal to address downtown activities, and Memo of Understanding. The Design Committee came up with the needs in the downtown which includes trail maintenance. He is moving forward and will bring a Memo of Understanding to the DDA for approval.

Executive Director Cloutier indicated City Council liked the idea of the DPW/DDA funded employee. City Council did not have any other questions on the budget and there was no negative feedback.

Approved 5/23/2023

Mr. Tim Sikma commented there was a lot of work to be done with the parks and the DPW will do their best to keep the downtown clean as well as the rest of the parks and cemetery, etc.

Assistant City Manager Benson commented City Council appreciated and was receptive to working together, contribution on services and helping to fund services needed. It was well received and noted; not taken for granted.

Board Members' Comments:

Board Member Willett commented the trail light at Western and West Road has been out for a long time. Mr. Sika indicated they have it down and new ones are on order.

Vice Chair Osburn commented the ribbon cutting for the Air Line Trail was fun along with the reception afterwards at Drafting Table.

Board Member Rzeznik indicated Bike Night on Wednesdays and the Run Club on Thursdays will commence next week. Promoting the Air Line Trail is an incredible asset to the Wixom community.

Adjournment:

MOTION by Mayor Beagle, second by Board Member Willett to adjourn the meeting. This meeting of the Wixom Downtown Development Authority was motioned and adjourned at 8:20 a.m.

Mona Freiburger
Recording Secretary

Approved 5/23/2023