

**VILLAGE OF PINCKNEY  
DOWNTOWN DEVELOPMENT AUTHORITY  
MONDAY, FEBRUARY 5, 2024**

**CALL TO ORDER:**

The meeting was called to order by Chairperson Oliver at 7:00 p.m.

Present: Savanna Gee  
Deborah Grischke  
Joseph Hartman  
Ted Kinczkowski  
Alex Smith  
Christine Oliver  
Trisha Wagner

Absent: None

Also Present: Julie Durkin, Zoning Administrator & Planner Lucie Fortin (via Teams)

**APPROVAL OF AGENDA:**

Zoning Administrator Durkin stated that she would like to add New Business #3 for consideration of request for contribution for the St. Patrick's Day Parade.

Motion by Kinczkowski, supported by Hartman

To approve the agenda as amended adding New Business #3

VOTE: Ayes: 7      Nays: 0      Absent: 0      MOTION CARRIED

**APPROVAL OF MINUTES:**

Motion by Wagner, supported by Grischke

To approve the minutes of the December 4, 2023 regular meeting as presented

VOTE: Ayes: 7      Nays: 0      Absent: 0      MOTION CARRIED

**REPORTS:** None

**OLD BUSINESS:**

1. N. Howell & E. Main (Northeast corner) Sidewalk Improvements

Zoning Administrator Durkin stated we received the information back from Jesse Lewter from Wolverine with the quote from C & D Hughes in the amount of \$52,800. However, we received additional information regarding the handrails that were not included in the quote. There is an additional cost associated with the railing plus there may be some miscellaneous costs that may be incurred. Jesse is asking for a contingency budget of \$5,000 for a total cost of \$57,800.

It was stated that this is a substantial cost. Discussion was held on the fact that when the other three corners were made ADA compliant, this corner was not done at that same time due to the additional cost.

Discussion was held on the budget. Durkin stated that we do have a fund balance, but this is a significant amount. Discussion was held on the remaining fund balance. These funds are no earmarked for other projects and this project is within the DDA.

Discussion was held on getting other quotes. Durkin explained that this is the contractor for the N. Howell Street project so there is a significant savings by having them complete the work. The project with the Village is still open and this would be a change to that project. It was stated that if another company were to come in, the cost would be significantly higher.

Discussion was held on the Capital Outlay line item. Durkin explained that those funds were for the DDA's portion plus the DDA chose to absorb the 50% cost that would have been the responsibility of the property owner.

Motion by Smith, supported by Kinczkowski

To approve the contract with C&D Hughes for the Northeast corner N. Howell & E. Main sidewalk improvements in the amount of \$52,800 plus a contingency budget of \$5,000 for the additional cost of the railing

ROLL CALL VOTE:       Gee - Yes  
                              Grischke - Yes  
                              Hartman - Yes  
                              Kinczkowski - Yes  
                              Smith - Yes  
                              Wagner - Yes  
                              Oliver – Yes

MOTION CARRIED UNANIMOUSLY

Motion by Gee, supported by Grischke

To approve a budget amendment to increase the Capital Outlay line item in the amount of \$57,800

ROLL CALL VOTE:       Gee - Yes  
                              Grischke - Yes  
                              Hartman - Yes  
                              Kinczkowski - Yes  
                              Smith - Yes  
                              Wagner - Yes  
                              Oliver – Yes

MOTION CARRIED UNANIMOUSLY

**NEW BUSINESS:**

1. 2024 Community Garden

Zoning Administrator Durkin stated that last year, the Board adopted the Community Garden Policy & Procedures which calls for an annual review of the application, fee and the contract document. She has enclosed a draft of the documents subject to Board input. Also enclosed is a survey of fees from surrounding communities.

The question was asked how many residents versus non-residents do we have, and are we excluding residents for those non-residents. Durkin stated that she does not have those numbers. However, based on the number of families who have more than one garden, it appears that the number of gardens is sufficient for both. Member Hartman stated that these are people that live close by, just not in the Village. There were extras last year. Further discussion was held on available beds after returning gardeners have signed up. It was stated that if there are more requests, then those with duplicates will have to give up one of their beds.

Durkin stated that based on the survey, she is suggesting that we increase the fee slightly. She is suggesting \$20 for residents and \$25 for non-residents plus increasing the deposit to \$25. Member Hartman stated that for the returning gardeners, they would have to pay an additional \$5 for the deposit, which does not make sense.

Durkin stated that she does intend to get information in the village newsletter to see if there is more interest. That has not been done in the past.

Durkin stated that Brenda Bogatay has stepped up and agreed to be appointed as Garden Coordinator again this year. She and Rebecca Foster did a great job last year together and Brenda has all the records and assignments.

Motion by Kinczkowski, supported by Wagner

To approve the 2024 Community Garden Application/Rental Agreement with the increased fee of \$20 for residents, \$25 for non-residents and a \$20 deposit for all participants

VOTE: Ayes: 7            Nays: 0            Absent: 0            MOTION CARRIED

Motion by Kinczkowski, supported by Grischke

To appoint Brenda Bogatay as the Garden Coordinator for 2024

VOTE: Ayes: 7            Nays: 0            Absent: 0            MOTION CARRIED

## 2. Approval of Payables

Motion by Wagner, supported by Gee

To approve the payables as presented

VOTE: Ayes: 7            Nays: 0            Absent: 0            MOTION CARRIED

## 3. Request for contribution – St. Patrick’s Day Parade

Discussion was held on past contributions. Discussion was held on sponsorship.

Discussion was held on the addition of bed races this year.

Motion by Kinczkowski, supported by Wagner

To approve the contribution of \$800 for the pipe bands for the St. Patrick’s Day Parade

VOTE: Ayes: 7            Nays: 0            Absent: 0            MOTION CARRIED

## **PUBLIC FORUM:**

Chairperson Oliver opened the public forum at 7:27 p.m. Hearing no comment, Chairperson Oliver closed the public forum at 7:27 p.m.

**MEMBER DISCUSSION:**

Discussion was held on the seminar that was conducted by MSU Extension for planning commissioners.

Discussion was held on the DDA boundary expansion process and the need to locate some of the original documents when the DDA was formed. Durkin stated that our Village Attorney was not the attorney for the Authority at that time. Planner Fortin discussed the legal description that is attached to the boundary that needs to be reviewed. There should be something more formal that needs to be located. Further discussion was held on the process and parcels to be included.

Discussion was held on the PNC bank on Main Street closing.

**ADJOURNMENT:**

Motion by Hartman, supported by Grischke

To adjourn the regular DDA meeting at 7:28 p.m.

VOTE: Ayes: 7      Nays: 0      Absent: 0      MOTION CARRIED

Respectfully submitted,

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Christine Oliver, Chairperson

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Julie Durkin, Zoning Administrator  
Recording Secretary