

DRAFT
VILLAGE OF PINCKNEY
DOWNTOWN DEVELOPMENT AUTHORITY
MONDAY, NOVEMBER 4, 2024

CALL TO ORDER:

The meeting was called to order by Chairperson Oliver at 7:45 p.m.

Present: Jennifer Cooke (Ad hoc Member)
Savanna Gee
Bree Kraut
Joseph Hartman
Alex Smith
Christine Oliver

Absent: Mike Carney (Ad hoc Member), Deborah Grischke & Trisha Wagner

Also Present: Julie Durkin, Zoning Administrator

APPROVAL OF AGENDA:

ZA Durkin stated that we need to add New Business #4 for approval of Change Order & Payment for the NE Quadrant Sidewalk project.

Motion by Hartman, supported by Smith

To approve the agenda as amended by adding New Business #4

VOTE: Ayes: 5 Nays: 0 Absent: 2 Vacancy: 0 MOTION CARRIED

APPROVAL OF MINUTES:

Motion by Hartman, supported by Gee

To approve the minutes of the September 4, 2024 regular meeting as presented

VOTE: Ayes: 5 Nays: 0 Absent: 2 Vacancy: 0 MOTION CARRIED

OLD BUSINESS: None

NEW BUSINESS:

1. Light Up the Park 2024 – Request for Funding

ZA Durkin explained that the request is for payment of \$1,000 to Luminous Illuminations for additional lighting on the trees along M36 as well as added lighting on the gazebo.

Motion by Smith, supported by Gee

To authorize payment to Luminous Illuminations for \$1,000 for the Light Up the Park 2024 event

ROLL CALL VOTE: MOTION CARRIED UNANIMOUSLY

2. DDA Informational Meetings required by PA 57

ZA Durkin explained that Public Act 57 of 2018, which recodified and amended multiple acts related to tax increment finance authorities, requires certain information to be provided to the public. One of those items is the requirement to hold two information meetings per year. The purpose is to inform the public of expenditures by the Authority, goals and objectives and the direction of the Authority. She has prepared a presentation to meet those requirements and is suggesting that the first of these meetings be held in conjunction with the December meeting. It is not intended for voting on policies, budgets or other operational matters. Two meetings per year are required, and she is suggesting that the second meeting be held in June after budget adoption to inform the public of anticipated projects and expenditures for the upcoming year. There are also website requirements under the act that will be met following the presentation.

Discussion was held on whether to hold the meeting prior to the regular meeting at 7 pm or 6:30 pm prior to the regular meeting. ZA Durkin stated that it should only take approximately 15-20 minutes. The consensus of the Board was to hold the informational meeting first at 7 pm with the DDA and Planning Commission immediately following.

Discussion was held on including the intent to separate the DDA Board from the Planning Commission in the presentation. Durkin stated that although it can be discussed, the steps, including ordinance amendment and action by Council have not yet been taken. Discussion was held on this being the direction that the Board is pursuing. It was stated that there are statutory requirements for this meeting. Further discussion was held on touching on the subject during the meeting.

3. Approval of Payables

Motion by Gee, supported by Hartman

To approve the payables through October 31, 2024 in the amount of \$7,705.99

ROLL CALL VOTE:

MOTION CARRIED UNANIMOUSLY

4. NE Quadrant Sidewalk Project

ZA Durkin explained that the Change Order is for time only with no change in dollar amount. The handrail is currently being fabricated and will be installed when complete. The second item is a request for payment for the work they have done to date with the balance upon completion.

Motion by Smith, supported by Hartman

To approve Change Order to Contract 1 – N. Howell Street Reconstruction project (NE quadrant sidewalk portion) to grant extension of time for handrail fabrication and installation and to approve payment to C&D Hughes, Inc. in the amount of \$35,376 for work completed to date

ROLL CALL VOTE:

MOTION CARRIED UNANIMOUSLY

PUBLIC FORUM:

Chairperson Oliver opened public forum at 8:02 p.m. Hearing no comment, public forum was closed at 8:03 p.m.

MEMBER DISCUSSION:

Member Smith stated that there has been discussion regarding the business group meetings. He asked if they are open to the public. Member Cooke stated that anyone can attend. They are held at 9:30 am on the second Friday of the month at the State Farm office on Livingston Street.

ADJOURNMENT:

Motion by Smith, supported by Hartman

To adjourn the regular DDA meeting at 8:06 p.m.

VOTE: Ayes: 5 Nays: 0 Absent: 2 Vacancy: 0 MOTION CARRIED

Respectfully submitted,

Christine Oliver
Chairperson

Julie Durkin
Zoning Administrator/Recording Secretary

