

**VILLAGE OF PINCKNEY
DOWNTOWN DEVELOPMENT AUTHORITY
MONDAY, DECEMBER 5, 2022**

CALL TO ORDER:

The meeting was called to order by Chairperson Oliver at 7:22 p.m.

Present: Deborah Grishke

Joseph Hartman

Ted Kinczkowski

Christine Oliver

Donald Oliver

Absent: Trisha Wagner (1 Vacancy)

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

APPROVAL OF AGENDA:

Motion by Kinczkowski, supported by D. Oliver

To approve the agenda as presented

VOTE: Ayes: 5 Nays: 0 Absent: 1 Vacancy: 1 MOTION CARRIED

APPROVAL OF NOVEMBER 7, 2022 MINUTES:

Motion by Grishke, supported by D. Oliver

To approve the November 7, 2022 minutes as presented

VOTE: Ayes: 5 Nays: 0 Absent: 1 Vacancy: 1 MOTION CARRIED

REPORTS: None

PUBLIC FORUM:

Chairperson Oliver opened the public forum at 7:23 p.m. Hearing no comment, the forum was closed at 7:23 p.m.

OLD BUSINESS:

1. DDA bylaws

Discussion was held on the changes from the current bylaws for consistency with the Planning bylaws. It was stated that they have not been reviewed in several years. Discussion was held on reviewing the bylaws on an annual basis whether changes need to be made or not.

Motion by Kinczkowski, supported by D. Oliver

To approve the amended DDA bylaws as presented

VOTE: Ayes: 5 Nays: 0 Absent: 1 Vacancy: 1 MOTION CARRIED

1. Community Events/DDA Coordinator

Discussion was held on the Farmer's Market Committee's request for a Farmer's Market Coordinator. Discussion was held on the duties of the position including soliciting vendors, advertising, accepting applications, market layout, coordination with Food Truck Friday, etc. Discussion was held on this being in the job description of the Events/DDA Coordinator and the previous employee's functions. It was stated that we do not have a person in that position, but if we want to have a Farmer's Market, there are things that need to be done.

Zoning Administrator Durkin stated that the Board needs to decide what direction they would like to take. Do we want to accept the recommendation of the Farmer's Market Committee or fill the approved position? She further stated that from previous discussions, this Board's desire was to have a person to concentrate on going to the businesses within the DDA and act as a liaison between the businesses and the Board, introducing the programs available, etc. as well as Farmer's Market and community garden functions.

Discussion was held on the number of hours that would be involved in doing everything within the given job description. It could mean an expansion of the hours, but many of the activities are seasonal and should not conflict. Member Grishke indicated her desire to continue with the one position rather than having separate individuals. Further, we should move as quickly as possible to fill that position.

Discussion was held on the difficulty in finding a qualified person with such a limited number of required hours.

Discussion was held on having input with the Farmer's Market Committee and finding out who makes up the committee given that the DDA Board is funding it. Discussion was held on possibly having a member of the Board on the Committee. Further discussion was held on the idea that the Events/DDA Coordinator would act on behalf of the Board. Discussion was held on the previous person in that position being a part of the Farmer's Market.

Discussion was held on needing more information about the Farmer's Market and the Committee. Discussion was held on inviting the committee to a Board meeting. It was stated that we need to know what work is involved and what help they need.

The consensus of the Board was to reach out to the Farmer's Market Committee and invite them to a DDA Meeting to get a better idea of what help they are looking for and advertise for the approved Events/DDA Coordinator position with the job description approved which could be expanded if needed.

Motion by Kinczkowski, supported by Grishke

To advertise the position of Events/DDA Coordinator who will act as the Farmer's Market Coordinator as part of the duties

The question was asked if the Farmer's Market Committee should have a voice in who is hired for that position. It was stated that this is a DDA funded position who would be a Village employee. It was further stated that we can make sure that they are part of the process to the extent that they will be invited to meet with the Board to address their needs and concerns.

VOTE: Ayes: 5 Nays: 0 Absent: 1 Vacancy: 1 MOTION CARRIED

Discussion was held on where we advertise for this type of position. Zoning Administrator Durkin stated that she will work with the Clerk to do so.

2. EV Charging Stations:
 - a. Amended Quote/Optional Equipment

Zoning Administrator Durkin stated that DTE is requiring another utility pole which will decrease the amount of work that is required by Vedder Voltage. DTE has provided the cost and contracts which is the next item on the agenda. In addition to the decrease in the scope of the work and price from Vedder, we are also looking at the retractable cable option. She is recommending that we elect to go with this option. If we do not, we are expecting the user to return the cable to the base unit. The amended contract with that option is \$3,280, which results in an overall increase of \$1,200 after the decrease in the scope of work by Vedder.

Motion by Grishke, supported by Kinczkowski

To approve Alternate #1 to add retractable cable management systems to each EV Charger for a total amount of \$3,280

VOTE: Ayes: 5 Nays: 0 Absent: 1 Vacancy: 1 MOTION CARRIED

- b. DTE Energy Service Installation Costs & Agreements

These contracts are what is required for DTE to install the pole and service. There are two separate agreements one for the underground service and one for the transformer.

The question was asked how much of a rebate we would be getting from DTE. Zoning Administrator Durkin explained that it would be \$2,000 per unit if and when funding is available. With the approved agreement and completed application, we will be put on a waiting list until such time as additional funds are available.

Motion by Kinczkowski, supported by Grishke

To approve the cost estimate from DTE Energy for the installation of service and additional utility pole for the EV Charging stations in the amount of \$5,593.10 & authorize the Village Clerk to execute the Secondary Service Agreement No. 66704107/0 and Line Extension Agreement No. 1448307904 as presented

VOTE: Ayes: 5 Nays: 0 Absent: 1 Vacancy: 1 MOTION CARRIED

- c. Charging Forward Infrastructure Enablement Agreement

Motion by Grishke, supported by D. Oliver

To approve the Charging Infrastructure Enablement Agreement and authorize the Village Clerk to execute the document

VOTE: Ayes: 5 Nays: 0 Absent: 1 Vacancy: 1 MOTION CARRIED

NEW BUSINESS:

1. Approval of Payables

Motion by D. Oliver, supported by Grishke

To approve payables in the amount of \$9,050

ROLL CALL VOTE: Grishke - Yes

Hartman - Yes

Kinczkowski - Yes

D. Oliver - Yes

C. Oliver - Yes

Absent: 1

Vacancy: 1

MOTION CARRIED

2. Audit FY ending June 30, 2022

Zoning Administrator Durkin stated that Council will be approving the audited financial statement at their next meeting. Within the document is the audit of the DDA funds. This is provided for information and does not require approval of the Board.

PUBLIC FORUM:

Chairperson Oliver opened the public forum at 7:49 p.m.

Lauren Coleman of Main Street Floral introduced herself and indicated that Member Grishke invited her to attend a meeting.

Member Kinczkowski stated that the DDA is here to help business owner. Ms. Coleman discussed the success of her business mainly due to online and phone orders. She discussed the walk-in customers for her gift shop and other businesses. She discussed the problems that businesses have in encouraging people to come downtown more, etc. Discussion was held on the diversity of the businesses.

Discussion was held on foot traffic due to more events downtown. Ms. Coleman stated that no matter how many activities take place in the square, it does not encourage people to cross the street to the businesses. She discussed the commitment to be open more hours during these functions.

Discussion was held on how we can get people across the street. Discussion was held on closing M-36 during certain functions like other communities do. Discussion was held on the problems with closing M-36 through MDOT.

Discussion was held on possible sidewalk sales, etc. Discussion was held on not having a "shopping district" to offer to people.

Hearing no further comment, the forum was closed at 8:03 p.m.

MEMBER DISCUSSION:

Member Hartman discussed the South Lyon Council meeting recording where at the end, they advertise their local businesses. It was stated that their meetings are televised.

Zoning Administrator Durkin stated that we do have a new business, Earth’s Energy”, going in downtown where Pinckney Nutrition had been. She discussed coming up with ideas to not only introduce new businesses but also spotlight existing businesses in newsletters, etc. and on the Village website.

ADJOURNMENT:

Motion by Hartman, supported by Grishke

To adjourn the regular DDA meeting at 8:04 p.m.

VOTE: Ayes: 5 Nays: 0 Absent: 1 Vacancy: 1 MOTION CARRIED

Respectfully submitted,

Christine Oliver, Chairperson

Julie Durkin, Zoning Administrator
Recording Secretary