

**CITY OF WIXOM
DOWNTOWN DEVELOPMENT AUTHORITY
49045 PONTIAC TRAIL
TUESDAY, FEBRUARY 23, 2016**

Approved
3/22/16

This regular meeting of the Wixom Downtown Development Authority came to order at 7:31 a.m. at which time the DDA Mission and Vision Statements were read. The following individuals were in attendance:

DDA MEMBERS: Chairperson Melanie Klebba, Vice Chairperson Jon Gray, Tom Berry, Dino Grossi, Ryan Hay, Kevin Hinkley, Jeff Keel, Marvin Poota, Mark Weller
ABSENT: Anthony Moscone (excused), David Vanderhovel
STAFF: Stacey Banks (Assistant to the City Manager), Debra Barker (Business Development Liaison), Marilyn Stamper (Finance Director) and Kathy Venegas (Recording Secretary)
GUEST:

Determination of a Quorum:

A quorum of the Downtown Development Authority was present for this meeting.

Approval of Agenda:

MOTION and second by Board Members Gray and Hay to approve the February 23, 2016 Meeting Agenda.

VOTE:

MOTION CARRIED

Public Comments:

(None.)

Approval of January 26, 2016 DDA Regular Meeting Minutes:

Board Member Berry wondered about adding a dashboard or a metric for us to monitor progress. He thought that as the DDA grows and the businesses are growing we could use a dashboard to monitor our progress and keep us focused on our goals. Board Member Hay agreed that we could use it to measure our results. Board Member Berry said this would be an ongoing, working document that we could possibly even make visible to the community on our website.

Ms. Barker thought this may be something to add to the agenda that could be discussed under New Business.

Chairperson Klebba added agenda item B. Dashboard under New Business.

MOTION and second by Board Members Weller and Gray to approve the January 26, 2016 DDA Regular Meeting Minutes.

VOTE:

MOTION CARRIED

Old Business:

A. Proposed FY 2016-2017 DDA Budget

Ms. Stamper noted that this Treasurers Report is through the end of January 2016. She reported a 79% tax collection and noted that there was a tax transfer that went out in January that will beef the numbers once February hits. She said there wasn't a whole lot of activity other than the bond payment transfer that takes place from the revenue that came in. She also noted that we're showing negative \$7,000 fund balance. But that will offset once we hit February with the next tax transfer. At that time we will have approximately a \$12,000 fund balance.

Mayor Hinkley asked what kind of impact the Tribute property construction would have on the debt. Ms. Stamper answered that the budget that's included in the packet shows a \$72,000 increase in captured revenue which would go toward the debt payment. She said that would, in effect, reduce the General Fund contribution.

Board Member Poota wondered if the current contribution is approximately \$94,000. Ms. Stamper directed attention to the revenue/expense report on the second page. She noted there is an Interfund Transfer which is the money transferred out of DDA Construction. \$180,850 is the Year to Date balance. The budgeted amount is \$198,301 and that's what we budgeted to transfer out to pay the debt. Board Member Poota wondered if that was the amount that the General Fund was contributing. Ms. Stamper clarified that the \$198,301 is the amount that the DDA contributes and the General Fund then picks up about \$217,000 toward the debt.

Board Member Weller wondered how much is left on the bonds. Ms. Stamper answered that we just refinanced for \$4.1 million last January with a payoff date in 2027

Board Member Weller noted that could change with more and more housing going in. He thought we could be flush with money in about five years down the road. Ms. Stamper agreed that it would depend on just how much construction happens. She said that with what little construction has gone on, we're already seeing additional revenue of about \$72,000 to \$75,000.

Mr. Berry thought this growth factor is a good thing to put on a dashboard. He thought this growth is something the community would like to see.

Mayor Hinkley agreed and thought that people only see the visual. They don't see the whole financial picture. Mr. Berry added that by doing this, we would build trust in the community.

Chairperson Klebba wondered if there is there something currently on website that shows those numbers. Mayor Hinkley noted that the budget reports that are presented at the Council Meetings are in the Minutes which are made public.

Ms. Stamper said there is a dashboard that is a "financial health" snapshot. She stated that is done yearly and posted on the website. It's a broad look at finances of the City that is compiled and updated by the Finance department.

Chairperson Klebba wondered if this is something that could be simplified for DDA. Ms. Stamper offered to look at that possibility and also to provide a link to the report that is currently on the website.

MOTION and second by Board Members Hay and Poota to approve the Proposed FY 2016-2017 DDA Budget.

VOTE:

MOTION CARRIED

Ms. Stamper noted that in the Treasurer's report summary she discussed the increase in taxable value by \$3.1 million which equates to the additional \$75,000 in additional captured revenue. That has been accounted for in the Real Property Tax line item of the budget page. Also, included is a Donation/Sponsorship Revenue line item of \$5,000. She said that if more or less comes in, that would be modified accordingly, but in correlation to that, the Downtown Development Expenditure account was increased by \$5,000. She clarified that the \$5,000 would come in as sponsorships, and then be utilized for development. Ms. Stamper noted that there may be some modification possible after the budget meetings are held, but it should stay fairly close to this proposed budget. She also noted that the debt contribution is also being increased by

\$75,000. So that will alleviate some of the stress on the General Fund. Other than those changes, the budget is very similar to what it was last year.

Chairperson Klebba wondered if any sponsorship monies that come in for the DDA would be reflected in that Donation/Sponsorship line item. Ms. Stamper said yes that was the case.

Mayor Hinkley asked if everyone understands what all that means. He clarified that as a committee, the DDA is still getting \$3,000 from City. But the DDA needs to go out and generate \$5,000 in Donations/Sponsorships since it's in the budget as an expense.

Chairperson Klebba clarified that the DDA now has one year to come up with \$5,000 when it hasn't historically raised anything.

Ms. Stamper said that you want to avoid a situation where you spend the \$8,000 that is in the budget without bringing in that \$5,000.

Board Member Weller stated that if the DDA doesn't spend it, someone will spend it. Mayor Hinkley said that the City is bankrolling the DDA for \$8,000 but it is up to the committee then to go out and raise the extra \$5,000 and then spend it.

Chairperson Klebba said that the DDA still needs to go out and generate that \$5,000 and asked how. Ms. Barker said that was something to be discussed when we get to the sponsorship form later in the agenda.

Board Member Weller noted that the DDA spends \$130 per meeting for Recording Secretary Funds and being that the number of meetings has increased from four meetings to nine that expense will increase. He asked what the \$130 included. Ms. Venegas clarified that the fee included the time for the meeting and then preparing the minutes.

Mayor stated that it's the same thing that we have to do with any department and apply these expenses to a specific account and gave examples of paying DPW or Police.

Chairperson Klebba called for any further discussion about the budget. Ms. Barker wanted to bring up that the National Main Street program is changing its ideology and the cost for membership is \$350 annually. She suggested that this DDA should hold off on that membership for a couple of years. She thought that there were tools in place for us to build on right now and when that membership is more feasible in our budget we could move forward with that. She felt that right now all the membership would do is to allow us to use the Main Street logo. She also felt that it's a new logo and people won't really know what it is anyway.

Chairperson Klebba agreed that the DDA didn't need to put money into that right now because we still need to find ourselves and how we fit into the Main Street program.

Board Member Berry said he fully agrees and that we can share ideas with other DDAs and bring those ideas back here rather than paying money to join a group right now.

B. Events

a. Drafting Table Opening

Chairperson Klebba wondered about the date for the Grand Opening of the Drafting Table Brewery. Ms. Barker said that the March 12 date is still a potential date and that they are working hard to get to that date. But they don't want that out there as an opening date just yet. She mentioned that she sent the date out among this group and to potential

volunteers only as a “save the date.” If they do change the date, it will move to March 26.

Mayor Hinkley said that (Mr. Rzeznik) is close and has a lot of beer made. He stated that after working there all day Saturday, he felt that (Mr. Rzeznik) is a lot further ahead than he thought he would be.

Chairperson Klebba said that we’ve talked about helping him and being there to support his Grand Opening. Ms. Barker said that she met with the Rzezniks on President’s Day and that they would appreciate help manning the doors. She said there will be three doors. Only one door will be for entry and Mr. Rzeznik will have someone there checking IDs, all three doors could be exits. Assistance will be needed in managing the capacity load. All three doors will need to be manned. (Mr. Rzeznik) will provide clickers and walkie talkies for this purpose. Ms. Barker provided a volunteer schedule and asked for volunteers for 3 hour shifts. It’s a non-drinking job and needs to be taken seriously. There are 12 volunteers needed for Saturday, March 12. She asked if anyone would be able to take this task of recruitment on, Mr. Gray volunteered.

Chairperson Klebba said that she would be needing help with coordinating the food for the event. Ms. Barker offered to help. Board Member Poota thought he could talk to Jet’s Pizza or Coney Island.

Chairperson Klebba thought Jet’s or Alex’s should be asked to give a couple pizzas. She thought it should be low-cost and simple. She felt that we want to highlight local restaurants. Mr. Grossi said he can do something from Volare and Alex’s could too. Chairperson Klebba said that would be great to do some low-cost finger food that would show that when people go there to have a drink, they can order from the local restaurants.

Ms. Barker volunteered to help by visiting the local restaurants and asked if anyone would want to help her with that. She noted that she would be asking DDA businesses only and said that this might be where we need to talk to our industrial business neighbors about donating some money because we don’t have funds to buy this stuff ourselves. This is where sponsorship forms can help out.

Chairperson Klebba felt that the restaurants could maybe commit to a couple of things, but didn’t feel that they needed to continue to replenish the food.

Board Member Poota stated that he has spoken to a couple of businesses and that they don’t have a problem with donating something to get started. He didn’t feel like it would be an issue.

Mayor Hinkley thought that if we have food there at beginning and all the sponsors have menus there, or a small sign, toward the end of the evening, people will call those businesses for a delivery. He also suggested calling Gary’s Catering to see if they can help with keeping the food warm. Ms. Barker said that the City has chaffing dishes and she is also calling Gary’s to get linens from them. She thought she might put some plastic over the linens with the menus underneath.

Ms. Barker asked for people to help with timing of food deliveries. Board Member Grossi said he has linens he can donate.

Chairperson Klebba asked Board Member Poota to touch base with those people he’s talked with about food donations to see what they could commit to. She also thanked

Board Member Grossi for donating the linens and asked if he could get back to Ms. Barker about what he and Alex's can commit to as far as food donations.

Board Member Berry thought another idea would be to make information about the DDA businesses public and visible. Make it so patrons see our DDA members as their choices to buy food from.

Board Member Keel asked if the Drafting Table has as a plan of their own for providing food. Ms. Barker said that they were only planning to offer bagged chips and popcorn. Chairperson Klebba said that the DDA was planning to do all of the food. Board Member Keel wondered if they had any plans in addition to what the DDA was doing. He thought there was initially talk about having food trucks in the parking lot. Chairperson Klebba said that was discussed and we had decided that we didn't want to take away from the DDA businesses. She said that to her knowledge, there was no plan outside of what the DDA would help provide.

Mayor Hinkley recalled that there was talk about bringing in the hot dog lady.

Board Member Keel thought that it is best to keep our community businesses involved. He thought that whether they were donating food or people were purchasing food from them, we need to make sure there is a lot of signage. We want people from outside the community to see that there are the places in our downtown to eat. Ms. Barker noted that (Mr. Rzeznik) has the menus from the local businesses.

Mayor Hinkley wondered if there are five restaurants within the DDA. Ms. Barker mentioned Volare, Alex's, Wixom Station, Backyard Coney, Al Maidah, Chinese food, 2 pizza places, La Casita, Coffee Beanery

Board Member Hay mentioned that he knows the owner at the Coffee Beanery and she might be able to provide some sweets or coffee.

Board Member Berry said that one of the ideas from the Main Street program was to leverage what you have and utilize those resources. So as the Drafting Table is doing a public announcement, if they hand out a flier or sponsorship idea, these businesses reach out to them, whatever that fee may be to tag along, pass out the flier for Drafting Table as that's going to bring along the followers in these other communities. Then they see Alex's, they see Volare, they see different choices within our community. Not only can they do a tasting, or try something while they're at the Drafting Table but also return visit to our community and these restaurants. So that's a good sponsorship idea.

Chairperson Klebba asked if we're going to do a poster like the Mayor said, who's going to do that. Mayor Hinkley thought that Ms. Venegas could do it from the Parks & Recreation Department.

Board Member Berry wondered if there should be a fee to get on the list or on the flier. Chairperson Klebba thought that we need to think about where the list is going. Will it just be at the event, or in the paper? Ms. Barker said that she can send it out to the Business Forum.

Ms. Barker brought the sponsorship form to the group's attention. She said that she used the Parks & Recreation Sponsorship form to work from. She asked the group to look at the document and offer ideas and suggestions. Chairperson Klebba wondered if this Sponsorship form is going out to all the business owners. Ms. Barker said that she

would do that once it is approved and suggested that the approval process could be handled via email.

Board Member Hay suggested that the section that talks about a \$3,000 budget should be updated to reflect the new \$8,000 budget number. Or he thought that it could be omitted.

Mayor Hinkley thought that the DDA should be prepared to deal with objections such as, "No one did that for me when I opened my business." He thought that's where DDA members need to be ready to talk about how we're changing the face of the DDA and changing what the DDA does and what it represents. That we've evolved and accomplished previous goals and now we're setting new goals. He thought it would be important to have the Mission Statement handy and be able to explain briefly to a business owner what the new DDA is about.

Chairperson Klebba said we need to be ready to explain the Main Street Program.

Board Member Keel felt that we need to organize a package of what we do for DDA businesses and package it so everyone is included. Include everyone in something we generate automatically every time we get involved. That could come in the form of an ad or a poster, but it should include every DDA business. Each event might have businesses that are specific to that event if there are businesses that have sponsored it or donated food. But everyone should be generally included in the promotional package.

Board Member Poota thought we could focus on one business a month. Board Member Gray agreed and used Al Maida as an example. He said that they're not doing a great business. They have great food, but not doing that great. He might be thinking, "Why is the City concentrating so much on this one business?" So the landlord and the City might both look bad. But that might be avoided if we pick a different business to highlight monthly.

Board Member Poota suggested that Volare can be the business of the month for March and someone else in April. Board Member Gray thought that if Volare wanted to offer coupons during the month in which they are the featured business, other DDA businesses could pass out those Volare coupons and promote that.

Mayor Hinkley suggested we wait on that until April. Chairperson Klebba agreed but thought that this should be something that the Board Members should work on.

Board Member Poota felt that a business of the month program could make the DDA more diplomatic. Board Member Gray added that it doesn't have to be just restaurants.

Board Member Keel said that we were just asking about local restaurants and trying to think of what they were. He felt that this should be something we already know. We should have a list and all be aware and then we should make the community aware.

Board Member Berry thought that at the next meeting we should have that list of businesses in the DDA.

Board Member Weller felt that we should make businesses aware that (The Drafting Table) is not giving competition, but an opportunity. Board Member Keel felt it should be up to each business how they want to participate in this event

Board Member Gray said that Vic and Tommy from Backyard Coney Island and China Garden are looking forward to this.

Chairperson Klebba asked Ms. Barker to bring the list of DDA businesses to the meeting next month. She felt that at that time there should be a discussion about how we want to promote the business of the month. Ms. Barker suggested that, at least to get started, maybe we should highlight more than one business a month. She thought perhaps one restaurant and one retailer would work.

Chairperson Klebba requested that the group look at the sponsorship form before next meeting and we can then start talking to businesses about sponsorship. She expressed that her initial concern at first glance is how we will provide the sponsorship banner; she wondered who will be the person to do that. Ms. Barker noted that she has a volunteer signed up for the organization committee who would be very good at organizing that sort of thing. Ms. Banks noted that the City has all the contacts that would be needed.

Mayor Hinkley noted that a business doesn't have to be in the DDA to be a sponsor. Ms. Barker agreed and thought that it would be wise to reach out of the DDA. Mayor Hinkley then asked if we have had a presentation by the DDA to the Wixom Business Forum and Ms. Barker answered that we have not.

John Gray said that there are DDA businesses walking around at our events (like Fireworks) trying to promote their business. He felt that they should be sponsors to do that. Chairperson Klebba said that they can walk around and do that if they want. Board Member Keel said that you can regulate that if you choose. But he thought that you want everyone involved at every level. So it's not that you frown on that type of thing, but you can regulate that if you choose to. You can decide that you need to be a sponsor in order to do this type of thing. Board Member Gray said that his feeling is that they're walking around handing out coupons and benefitting from our event, but they're not helping the City.

Board Member Berry thought that one way of separating that and getting that additional money and keeping community together is we need to create that brand that we talked about. We need to create that pamphlet or map that we talked about. In order for a business to be on that material they need to be a sponsor. Then we can pass out flier as the DDA. We put out the advertising and grow that reach to other communities.

Mayor Hinkley wondered what committee we have to move that forward. Ms. Barker answered that would be the Promotion Committee and she has five volunteers.

b. August 2016 Event

Ms. Barker noted that at our last meeting it was decided that if we're going to do a summer event, it should be in August. She said that she spent time looking at possible ideas from other communities across the country. She put forth the following ideas: She felt that since we have the authority to close a portion of Pontiac Trail, we could have a "Block Party" and incorporate an event like Wixom Wheels in that. We could have a Pajama Run or Trike Bike. We could have a clean-up day and then have the "Block Party" afterward. We could involve the HOAs and have downtown businesses selling at the Block Party. She thought we really need to focus on what we want so we can get started. She felt that if we don't get started, it won't happen.

Board Member Gray thought that the last concert of the year should be the big yahoo. That's where everybody should come. But we don't have a big yahoo at the end of the

summer. This is going to make people excited to come next year to our concerts, even though we have a good turnout. But I think it would be the best thing to have the BBQ & Blues at end of summer so we can get more people here for that and excite the neighborhood.

Board Member Berry said he likes the idea of a yahoo. He thought we need to go back to what we were saying; we need that identity, that one focus, that one thing. He asked if, as a group, can we focus and come up with an idea of something that is unique to us. He said that we have the Barn, this whole home town feel. He felt that we need to come up with something that's unique to us, that's authentic, that keeps us Wixom. The Wheels, another community has it, Highland has art, Milford's got memories, and Farmington's got founders. All these different communities have a different something. So we need something and an idea would be to incorporate something with the barn; some sort of country, yahoo, or something to unite everyone. He also noted that Minnesota has Cider fest and the next big thing coming is the hard Ciders. He felt that toward the end of the summer we could create a cider fest, using the barn. We could bring in cider makers and have a cider tasting.

Board Member Weller thought we could incorporate a 5K into it. He said that brings out a lot of people. Mayor Hinkley stated that we used to have a lot of people run in the 5K when we did it at GW for the 4th of July.

Board Member Keel thought that we should focus in on an event and settle on a plan. He thought that at that time we could grow the ideas and talk to someone about bringing a 5K program, a cider tasting, or whatever. He felt that first, we need to commit to date or weekend. Chairperson Klebba thought it could be the Saturday after last concert.

Mayor Hinkley asked if we can agree to close the street. He thought that we should agree on a date and get that date submitted to Oakland County for closure of the road. Chairperson Klebba stated that the two dates on the schedule are August 6th and 13th.

Board Member Berry said that August 6 is Milford Memories. He thought that according to local communities that he researched, the weekend of August 12-13 worked best. It was noted that is the same weekend as the last concert. Board Member Hay thought that would give the group a chance to really market the event at all the summer concerts.

Board Member Poota wondered if carnival rides would make sense since we're planning to shut down the street. Ms. Barker stated that we have companies in Wixom that have the inflatable bounce houses.

Board Member Keel added that one of the biggest things at the moment is a food truck rally. But he thought that may be a conflict of interest since we do have downtown restaurants right here.

Ms. Barker said that tentatively we'll plan for the 13th and we can check out other communities. Board Member Keel thought that we shouldn't worry too much about other events. Milford Memories and other events bring a glut of people thorough our area. He felt that we need to make sure to go with something that is right for Wixom.

Board Member Gray noted that Milford Memories is August 12-13 this year. Ms. Barker thought that we just said it shouldn't matter what other communities are doing. She thought that since Milford Memories is a two day event, we might still be ok.

Mayor Hinkley thought that we should stay away from the Milford Memories dates. He said that we have experienced that competition with our Holiday Markt. He said that Birmingham and Rock Financial Showplace both have events that same weekend. Don't want to compete, but marketing is a key factor. If you are on that weekend, you have to out-market those people you're competing with through radio, media, signage, website, etc. Chairperson Klebba agreed that we should stay away from competing with Milford.

Board Member Keel thought that with the increased flow of traffic for Milford Memories, people will come through here. Mayor Hinkley said that Google will take them up Milford Road, not through Wixom.

Chairperson Klebba thought that once we're established and unique we might be able to compete, but not now. She said that we should tentatively plan for August 5-6. She noted that she won't be here, but Saturday, August 6 is the tentative date for our Block Party. We'll move that over to a committee to handle the details.

Ms. Barker said that even though we have committees assigned to certain things, we all need to help with everything.

C. Miscellaneous Updates

a. Committees

Ms. Barker got a response from volunteers for our committees. She said that 2 people responded for the Organization Committee, 1 for the Design Committee, 5 for Promotion, and 4 for Development. She said there is also a new resident in Wixom who works for a Fortune 100 company in Business Development. She felt that he will be a great asset on the Development Committee. She said that the next step to get these committees going, is that we need the rest of you who are on this board and haven't signed up to volunteer.

Chairperson Klebba wondered if someone could have a DDA representative to present the committee information at the upcoming joint meeting. She thought that perhaps we could get some volunteers for those committees from City Council. Mayor Hinkley said that either he or Ms. Barker would do it.

Ms. Barker said that she does have people ready to go on the committees. She thought that it would have to be decided when committees should meet. Mayor Hinkley thought that someone from the DDA should be at State of City with volunteer sign-up sheets.

Ms. Barker said that she has a part-time person helping her in the office. She also mentioned that there is one volunteer who would come in during the day to get her going on contact lists, etc. Chairperson Klebba wondered if it would fair to contact those people in the next week or so.

b. Munshaw Barn

Ms. Barker said that she heard from Oakland County Historical Preservationist and they would like to help us at no cost to lay out a schedule or a restoration plan. They figured it would likely take about one year. We should invite them to one of our next meetings. Before then, the DDA needs to determine what the barn will be used for. We need to decide if electrical and plumbing will be required.

Board Member Keel noted that we did already talk about the demolition of the house and the potential to use electrical and plumbing from demo of the Munshaw House. He asked if there was a plan in place to demo the house.

Ms. Barker wondered if we need to bring in the Historical Society on this project and asked for Mayor Hinkley’s recommendation.

Mayor Hinkley believed that our thinking was to move the Historical Society up to Gibson. He thought that it would be in the best interest of the DDA to get input on preservation, by putting president of Historical Society on the Barn Committee. He felt that the City has been anxious to get something done with that property and wants to move forward. He also felt that electrical and plumbing is a must. He thought that we should plan for the site to be as open and versatile as possible so as not to limit us.

Board Member Weller wondered if the barn has a concrete floor. Ms. Barker believed that it does. Board Member Poota wondered if there would be heat in the structure. Ms. Barker said that the cost of rental in the winter could include heaters and there are currently similar barns that are rented out year-round.

Board Member Keel concurred that electrical and plumbing should be a must.

Ms. Barker said that she would invite the Oakland County Barn Preservationist to next month’s meeting. Board Member Berry wondered if there was someone who’s done this and has experience. Ms. Barker said that yes, the Preservationist from Oakland County has experience and he’s coming.

Board Member Keel asked again if demolition was going to be an issue with the Historical Society. Mayor Hinkley didn’t think so. He thought that the agreement with Historical Society to move them to the Gibson House and put improvements into that building would allow the City to then do what they needed with Munshaw House.

New Business:

A. Update on Main Street Refresh Workshop

Chairperson Klebba noted that there is a memo in the packet. She said that some of us from the DDA along with Tim Sikma, DPW Director, and a member of City Council went to the meeting. They are doing a refresh of the Main Street program. We put information in your packet about work plans and committees. The chart that you see in the packet will give us committee workflow. All the committees should work together to achieve the mission of the whole. She felt that this was a great plan to move forward.

Board Member Hay thought that committee progress should be kept on main worksheet to show flow of work and progress status. Chairperson Klebba thought that additionally, task responsibilities, revenue, volunteers and hours should all be tracked as well. She felt that it was a good workshop and that we’re on the right path. We need more structure to move forward. Ms. Barker noted that the next meeting coming up was on March 8 in Farmington.

Board Member Berry added that another good idea was to invite members of the community to a “Walls within Wixom Day.” So these people can come and occupy open, vacant business spaces for the day. Board Member Hay commented that there were tons of great ideas, but we need to get more organized.

B. Dashboard

Chairperson Klebba requested that we table the Dashboard Agenda item until next meeting due to time.

Information:

A. City Manager’s Update

None. Memo provided by City Manager's Office.

B. State of the City Address Flier

Come to the State of the City Address. Food will be great.

C. February 10, 2016 Email to Debra Barker from the Michigan Downtown Association Message Board

Ms. Barker just wanted to make everyone aware that there is a lot happening in the Legislature. She asked that DDA member be aware of what's happening. She said there could be changes to how millages are collected.

D. 2016 Community Services Events & Activities

Mayor Hinkley noted that we're not doing Farmers Market this year.

Ms. Venegas noted that there's a great new event in place of the Farmers Market - Family Fun Nights on Thursday nights before the Summer Concerts.

E. Business Forum Events

Chairperson Klebba said that the upcoming meetings are March 8, April 12, and May 10. She thought that if you can attend one of the meetings, it is a great time to meet other business owners in the area.

Ms. Barker said that Two Men and a Truck are sponsoring breakfast from Gary's Catering at the Robinson Brother's Model on March 8.

Public Comments:

None.

Executive Director's Comments:

Board Members' Comments:

Board Member Weller noted that the lights in DDA are in bad need of repair. He wondered if there is a repair program for bases of street lights. He thought that if something is not done they will corrode out.

Mayor Hinkley said that he would check with Tim Sikma. Ms. Barker agreed that she thought there was a plan. Mayor Hinkley thought that the damage is due to our winter. He said that going forward; a number of cities are going with 3 foot high concrete pedestals for light posts for a cost standpoint. I said that he is pretty sure that there is a plan, but he will consult with Tim Sikma. He felt that they seem to be worse in downtown. Mayor Hinkley also said he feels that we need to coordinate with Oakland County on the street lights on Pontiac Trail going east. He felt the lights are too dim and we need to look at this with the County. Board Member Weller wondered what material is used for the light posts. Mayor Hinkley answered that they are aluminum.

Adjournment:

This meeting of the Wixom Downtown Development Authority was motioned and adjourned at 8:55 a.m.

Kathleen A. Venegas
Recording Secretary