

**CITY OF HUDSON
DOWNTOWN DEVELOPMENT AUTHORITY
121 N. CHURCH STREET, HUDSON, MI
REGULAR MEETING
Thursday, January 12, 2012
6:00 p.m.**

The regular meeting was called to order to by Chairman Mike Sanborn at 6:00 p.m.

ROLL CALL: PRESENT: Mike Sanborn, Dave Sheely, Wes Boyd, Jason Decker, Pam Ely, John Kirkland,
Tony Marry, Darwin Vandevender and Dave Willhite
ABSENT: Mark Monahan and Tim Sallows
LATE:
OTHERS: City Manager Steve Hartsel and City Clerk Judy Tanner

ORDERS OF THE DAY:

Setting the Agenda:

Motion by Dave Sheely, seconded by Dave Willhite to **approve the minutes of October 13, 2011, and place on file**, CARRIED: Unanimously by voice vote.

PUBLIC COMMENT:

There was no public comment.

NEW BUSINESS:

2012 Downtown Paint Project:

At the last meeting the DDA agreed to sponsor a paint project in the downtown district. After much discussion the board directed the City Manager to place the project on the January 12, 2012 agenda for further action.

City Manager Steve Hartsel provided the board with an example for paint program eligibility. The board discussed the legal boundaries of the downtown development district that would be eligible, and the criteria that would apply. They also discussed reserving the right to award grants that the DDA deems to be in the best interest of the City of Hudson, the DDA and the Façade Improvement Program. All grant awards would be subject to available funding and the annual funding would be limited, and that an application would not guarantee funding. The program is expected to begin mid-year, and cover the cost of paint, while the property owners must furnish the labor.

The board discussed appointing a committee to consist of Dave Sheely, Jason Decker, Dave Willhite, John Kirkland and Pam Ely to establish guidelines for the 2012 paint project.

Motion by Dave Sheely, seconded by John Kirkland to **appoint a committee to include Dave Sheely, Jason Decker, Dave Willhite, John Kirkland and Pam Ely to establish guidelines for the 2012 paint program**, CARRIED: Unanimously by voice vote.

2012/13 Budget Discussion:

The DDA was provided with a copy of last year's revised budget to review for the upcoming fiscal year 2012/13.

Chairperson Mike Sanborn suggested that a budget committee that would include Mike Sanborn, Jason Decker and Darwin Vandevender meet to go over the 2012/13 DDA budget, and bring back to the next meeting for approval.

Mayor Dennis Smoke informed the DDA about a project to promote the City of Hudson. He advised that Siena Heights has a marketing program for a marketing degree, and we could possibly get a student to help us out in marketing Hudson. We would need some direction and funding for marketing and advertising that would benefit the Hudson.

UNFINISHED BUSINESS:

306 W. Main:

The DDA was provided with a proposal from Braman Roofing Company to install approximately 20 feet of 6" gutter and one 3" downspout on the 308 W. Main Street building to help prevent water from entering the west rear brick wall on the 306 W. Main Street DDA building. The board discussed whether or not they could obtain permission from the 308 building owner to obtain entry to the wall on the DDA building from her building. John Kirkland informed them that he had spoken with the owner, and she had agreed to allow the work to be done as long as it did not cost her anything. It was discussed to obtain an easement for the approach to the 308 building for the brickwork repair to the 306 building.

Motion by Dave Sheely, seconded by Jason Decker to **approve the gutter repair on the 308 W. Main Street building**, CARRIED: Unanimously by voice vote.

Motion by Dave Willhite, seconded by Wes Boyd to **approve repairing the brickwork on 306 W. Main up to \$4,300.00 from Do-Rite Masonry**, CARRIED: Unanimously by voice vote.

Way Signage Update:

City Manager Steve Hartsel informed the DDA that the first Wayfinding sign has been installed north of the 127 Party Store, and the other 7 signs will be put in place over the next several weeks. He suggested that the board members each drive around and take a look at the signs.

Financial Report:

The board was provided with a copy of their DDA Financial Report dated October 13, 2011 submitted by the City Treasurer.

Balance Sheet

Cash – DDA	<u>53,469.62</u>
Total Assets	<u>53,468.62</u>
Deposit Payable 306 W. Main	300.00
Total Liabilities	300.00
Net Assets	61,157.33
Excess Revenue over (under) Expenditures	<u>(7,987.71)</u>

Total Net Assets 53,169.62

Total Liabilities and Net Assets 53,469.62

Motion by Wes Boyd, seconded by Dave Sheely to **accept the Financial Report, and place on file**, CARRIED:
Unanimously by voice vote.

BOARD COMMENTS:

CITY MANAGER COMMENTS:

- I have met with contractors working with three of the four properties participating in the new façade project. They are all preparing to begin work in the four corners area. One of the first noticeable activities will be the removal of the awning from the front of 300 W. Main St.
- The Vintage Volkswagen Club will not hold its annual get-together in Hudson this year.

Adjournment:

Motion by Dave Sheely, seconded by Wes Boyd to **adjourn the meeting at 6:53 p.m.**

ATTEST: _____
Judith A. Tanner, City Clerk