I Call to Order

Chairman Heins called the meeting to order at 12:04 p.m.

II Roll Call:

Present: Heins - Chair, Callen, G. Hanks, Lopez, Parker, VanLeeuwen-Vega, M. Hanks (12:21pm) (Council Liaison)

Absent: Dull and Willison

Staff Present: Stanford-Butler (DDA Director), Burns (Village Manager) and Fonkert (Deputy Clerk)

III Approval of Minutes (10/14/2021 & 10/28/2021)

Motion by G. Hanks, second from Van Leeuwen-Vega, to approve the minutes from the October 14, 2021 regular meeting and October 28, 2021 Work Session as presented. All in favor, motion carried.

Yes: 6  No: 0

IV Approval of the Agenda

Motion by Callen, second from Van Leeuwen-Vega, to approve the agenda as presented. All in favor, motion carried.

Yes: 6  No: 0

V Financial Reports

Stanford-Butler presented the Financial Reports.

There were no questions on the Financial Reports.

Motion by Lopez, second from Callen, to approve the Financial Reports, all in favor, motion carried.

Yes: 6  No: 0
VI Consent Agenda

A. Approved Stanford-Butler to engage local food trucks to provide the community with
interesting and different food choices on Sundays, Mondays, and Tuesdays in the
Village when the majority of the Village food establishments are closed. The Food
Truck events would be considered Mass Gatherings.

Motion by Lopez, second from G. Hanks, to approve the Consent Agenda as
presented. All in favor, motion carried.

Yes: 6  No: 0

VII Business

A. New DDA Members – Deputy Clerk Fonkert

Deputy Clerk Fonkert administered the Oath of Office to DDA Board members
Sandy Parker and Robert Lopez.

Stanford-Butler noted that Callen, G. Hanks, Willison and Van Leeuwen-Vega’s
re-appointment applications have been approved by Council and explained that it
had been thought that Board term limits were 3 years, but the By-Laws state 4
years, so term limit dates have been updated accordingly.

B. DDA Presentation – Assistant to the Village Manager Stepanian

Stepanian provided a presentation of DDA accomplishments over the last 6
years.

The Board appreciated this very thorough presentation. Burns explained the
DDA Hibernation that had been in place from 2009 to 2014 and how taking the
DDA out of hibernation allowed much of this development to happen.

C. Business Connect – Hanks/Lopez

M. Hanks gave an overview of the DDA’s first Business Connect explaining that,
at first, they were disappointed with the number of attendees, but as it turned out,
they were very pleased with the connections that had been made with the
attendees and the conversations that took place. Lopez agreed that this was a
great first step and that their format seemed to work very well so they would
continue to use it for future meetings. The Board discussed ways, other than social
media/electronically, to get more information out to the businesses regarding
Sparkle. The Board agreed to have another Business Connect on November 23,
2021 at Seven Steps Up and dedicate the agenda to sharing information on
Sparkle. Chairman Heins said he would personally contact as many businesses
as he could to inform them of the next Business Connect. Other Board members said they would also try to contact businesses.

D. EV Charger Install Update – Cousins

Cousins reported that the stanchions were in place, an electrical inspection would take place in the next few days and Consumers Energy would run power to the units by December 12th making the units operational before Christmas. Cousins also reported that General Motors would have a program to provide funds for EV Chargers in 2022, Consumers hoped to have their next set of Grants early in 2022 and the Village was in line for Federal funding. Stanford-Butler said she had been put in touch with Governor Whitmer’s liaison for the lakeshore, Melissa Fish, because she had been told that the Village would more likely be recognized for Federal funds if the Governor’s office knew who the Village was. Stanford-Butler said she was going to invite Ms. Fish to the EV Charging Station ribbon cutting.

E. Food Truck Follow Up – Angela Stanford-Butler

Stanford-Butler provided an overview through a DDA Agenda Report dated November 18, 2021 and asked the Board if they would consider a refundable deposit, in lieu of a fee, that would be refunded if they showed up for the event and forfeit the deposit if they did not. The Board discussed a refundable deposit and the number of food trucks to allow at a time and agreed that a deposit was a better way to get participants and to allow 2 trucks at a time for now.

Motion by Van Leeuwen-Vega, second from Callen, to approve a refundable deposit for Food Trucks that show up, in lieu of a fee. All in favor, motion carried.

Yes: 7  No: 2

F. Plan for February 22nd – Chris Burns

Burns provided an overview on an opportunity for businesses to have fun with promotions on 2/22/22 through a DDA Agenda Report dated November 18, 2021.

The Board agreed this would be a great way to add something fun during the winter.

G. 220 W. Savidge – Angela Stanford-Butler

Stanford-Butler provided an overview on encouraging building owners to bring in unique and different businesses through a DDA Agenda Report dated November 18, 2021. The Board agreed this would be a good topic to discuss at the next meeting.

H. December/January Dates – Stanford-Butler/Burns
Stanford-Butler provided an overview of December/January meeting dates through a DDA Agenda Report dated November 18, 2021.

The Board agreed they would like to combine the December Regular Meeting and Work Session to be held on December 9, 2021 and the January Goal Setting meeting on either the 15th or the 22nd, to be determined by Mr. Vanderberg’s schedule. The Board agreed to recommend approval from Council for the 2022 meeting dates.

I. Miscellaneous

Lopez explained that the Lilley Mansion was requesting an amendment to their Special Land Use of a Bed and Breakfast by asking for an additional use for a Small Place of Public Assembly and a building addition. Lopes said that to meet the requirements of the amendment, they needed an additional 3 parking spaces, so he was asking the Board to consider granting a recommendation to Council for a parking agreement of 3 spaces in the Village parking lot behind Stan’s Bar. Burns shared what she felt this type of parking agreement could prove to be problematic with other businesses. The Board discussed Lopez’s request for a parking agreement.

Motion by M. Hanks and second from Callen, to recommend that Council approve a Parking Agreement of 3 spaces behind Stan’s with Lilley Mansion.

Yes:  6  No:  0  Abstain:  1 (Lopez)

VIII Board Member Comment

The Board thanked Stanford-Butler for all her time and hard work as DDA Director and that they would miss her very much.

IX Public Comment – n/a

X Adjournment

Motion by Callen, second from G. Hanks the meeting adjourned at 1:22 p.m. All in favor, motion carried.

Yes:  7  No:  0

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Doug Heins, Chair  Maryann Fonkert, Deputy Clerk