



DOWNTOWN DEVELOPMENT AUTHORITY  
MINUTES OF THE BOARD MEETING  
held on July 20, 2007.

A Regular Meeting of the Downtown Development Authority, held in the City Hall Community Center, 425 North Main Street, was called to order at 3:10 p.m.

**#2 – ROLL CALL**

**PRESENT:** Matt Cahaney, Lisa Dwyer, Bill Kelly, Mike Lang, Angela Markos, and Karen Seaman

**ABSENT:** Richard Rosenberger, Mary Liz Curtin

**ALSO PRESENT:** Richard Haberman, Jim Albus, Samuel Moore (Planning Commission), Maureen Moore, Kathy Phillips and Deborah Schutt.

\*\* SKIPPED TO AGENDA ITEMS 10a & 10 b

**#3 – CONSENT AGENDA ITEMS**

**a. June 20, 2007 Minutes**

Minutes corrections:

#9 – “Lyons” to Lion’s

#9 – Correct to: Hysterical Historic Fundraiser not “2<sup>nd</sup> Historical Park”

#7 – Under “although very supportive of the city implantation” should say “implementation

Phase in plans for Main Street - No follow up done will follow up next month

Curb cut closures report - No follow up done will follow up next month

**MOTION BY:** Bill Kelly

**SUPPORT BY:** Mike Lang

**RESOLVED**, that the June 20, 2007 Minutes be approved as presented.

**MOTION CARRIED UNANIMOUSLY**

**b. June Financial Report**

Deborah Schutt inquired about the vendor of the flowers because she felt they weren’t looking so good. Richard Haberman acknowledged that they may need to increase watering frequency.

**MOTION BY:** Bill Kelly

**SUPPORT BY:** Mike Lang

**RESOLVED**, that the June Financial Report be approved as presented.

**MOTION CARRIED UNANIMOUSLY**

**#4 – CORRESPONDENCE**

- a. **Resignation of Maureen Moore**
- b. **Resignation of Angela Markos**
- c. **Resignation of Karen Seaman**
- d. **Letter to Larry Schultz**

**MOTION BY:** Mike Lang  
**SUPPORT BY:** Mary Liz Curtin

**RESOLVED** to accept the resignations of Maureen Moore, Angela Markos and Karen Seaman – no questions.

#### **#5 – BUILDING DEPARTMENT REPORT**

- Royal Kubo opened
- Mahmood building mansard roof off; appearing before the DRC
- Romancing In the Stones – about to open in mid-August
- Jim’s building report to council will be provided to the DDA in the future

#### **#6 – CITY MANAGER REPORT**

- Waiting for TIA report; requested monitoring from Phillips south to city limit
- Request for recommendation regarding speed limits
- Request for approval regarding on-street parking spaces as 2-hour limit spaces
- “Parking Management Systems” – may be something to discuss when time is right
- DDA board sentiment is too soon to impose parking restrictions on on-street parking
- Lisa Dwyer asked whether Executive Director should be included in staff discussions regarding on-street parking and Richard Haberman agreed Deborah Schutt should be included in meetings
- Mike Lang agreed that there appears to be action occurring without discussion or inclusion of the DDA
- Richard Haberman believes the DDA was told in April that Harry Drinkwine and Jennifer Chehab planned to meet with businesses regarding on-street parking implementation for this summer and that the DDA missed the opportunity to get ahead of project for promotion efforts and doesn’t see what more staff could have done to keep DDA in the loop.

**MOTION BY:** Bill Kelly  
**SUPPORT BY:** Mike Lang

**RESOLVED**, that the Downtown Development Authority concurs with the city staff and recommends to city council the 25 MPH speed limit reduction throughout the downtown DDA area.

#### **#7 – FINANCIAL REPORT**

a. **Expenditures to date**

Mark Pollock will have a new format for the next meeting.

#### **#8 – NEW BUSINESS.**

a. **Election of new Chairperson, Vice Chairperson and Treasurer**

- Deborah Schutt – recruitment of members instrumental

- Deborah Schutt will get opinion from Jon Kingsepp regarding whether managers working for member businesses can substitute in as voting members
- Press release for DDA membership

**MOTION BY:** Bill Kelly  
**SUPPORT BY:** Karen Seaman

**RESOLVED**, that the DDA appoint as Interim Co-Chairs Mike Lang and Lisa Dwyer through December 2007, at which time there will be a review of membership and establish a new board.

<b>#9 – OLD BUSINESS</b>
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**a. Newsletter – Spring Edition**

- Karen Seaman ate at “Moose Winooski’s” during her interview with Larry Johnson

**b. Ribbon Cutting - Angela**

- Ribbon cutting, press releases, website, newsletter should all be transferred to the Promotions Committee
- Deborah Schutt agrees to maintain the website

**c. NE Parking lot project status**

- Meeting scheduled regarding NE quadrant parking. Deborah will resend 2<sup>nd</sup> postcard & walk door-to-door prior to the meeting
- Mike Lang asked about which lot comes next – Deborah said DDA decisions

**d. Bylaws status**

- City attorney will respond in August
- Board members to provide any additional feedback in July

<b>#10 – COMMITTEE REPORTS</b>
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**a. Promotions**

- **Banner Concepts**
- **Car Show Sponsorship**
- **Band after Car Show**
- **County magazine**

- Band After Car Show – Kathy Phillips
- Classis Rock Band
- Band would perform following Lion’s Car Show
- Funding support from Chamber of Commerce
- Band has Clawson resident membership so should be draw
- Concern from Lisa Dwyer regarding street closure and how coordinated with the Lion’s Club
- If street closed, Lion’s have expressed concern getting vehicles, etc., out of street at the close of the show
- Mike Lang recommendation from the Promotion’s Committee (per Sam Moore) to donate \$200 to band
- Further discussion regarding signage and promotions.

**MOTION BY:** Bill Kelly  
**SUPPORT BY:** Matt Cahaney

**RESOLVED**, that the Downtown Development Authority give financial support to the Car Show Band promotion in the amount of \$100 contingent upon the Lion's Clubs coordination/participation.

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**MOTION BY:** Angela Markos  
**SUPPORT BY:** Mike Lang

**RESOLVED**, that the Downtown Development Authority donate \$500 to the Clawson Lion's Club Car Show sponsorship.

**Promotions Committee Presentation**

- 2 page car show promotion – discussion
- Should vendors have to offer a special in order to be included on promotion
- Encourage businesses to offer a special, otherwise removed from coupon sheet
- Banner concept – no progress due to car show focus
- Discussion regarding pole repainting
- County magazine – Richard received a call about the magazine ad – due in September
- Okay to use same ad or would we like new ad
- Karen stressed that in order to step up and be a player in Oakland County then we should participate
- Maureen & Sam Moore will take back to promotions committee for feedback and advise in August

**b. Economic Restructuring Committee**

- No Chair due to Maureen Moore's resignation
- Recommendation from City Attorney Jon Kingsepp that the committee should select a Chair & follow Roberts Rules of Order
- Maureen update: working on business visits, database for website, grant list availability
- Deborah Schutt believes Lori Funk will call meeting and see that Chair is named.

**#11 – EXECUTIVE DIRECTOR REPORT**

**MOTION BY:** Bill Kelly  
**SUPPORT BY:** Mike Lang

**RESOLVED**, that the final bill from Economics Research Associates (ERA) in the amount of \$6,063.<sup>00</sup> be approved for payment.

**MOTION CARRIED UNANIMOUSLY**

**#12 – PUBLIC DISCUSSION**

- Meeting time will be on the next agenda for discussion

**#13 – BOARD MEMBER COMMENTS**

- Discussion regarding police activity and presence in the downtown.

**#14 – ADJOURNMENT**

**MOTIONED BY:** Karen Seaman

**SUPPORT BY:** Bill Kelly

**MOTION CARRIED UNANIMOUSLY**

The meeting was adjourned @ 5:56 p.m.

**Next regularly scheduled meeting is Friday, August 17, 2007 @ 3:00 p.m.**