

Planning Commission/DDA Minutes

Approved

Monday Feb 7th 2022

Location: 108 Warren St. Bancroft Mi. 48414

Call to Order: 6:15

Pledge of Allegiance

Attendees Present: Steve Fuller, Julie MacKay, Frank Baur, Kevin Bible & Linda Wert-Fuller

Absent: Rachel Baur & Rick Wright

No Guests

Additions to agenda. Linda requested approval to purchase paper & ink under DDA Business #4. Also #5 update on TIF reporting.

Frank made a motion to approve the agenda with the addition of #'s 4 & 5 to DDA Business. Steve 2nd. All ayes. MC.

Julie made a motion to accept prior meeting minutes. 2nd Frank. All ayes. MC.

Planning Commission business:

PC will reach out to village council pertaining input on updating the Village Master Plan. Kevin will reach out to the village clerk for a copy of the current master plan.

An annual report was advised by the village attorney.

No public comments at this time. No member comments at this time.

DDA Business:

A discussion was held on what contents need to be in the DDA Rules & Procedure handbook. Annual meeting sheet dates to be added.

Linda will proceed with the handbook to be presented to the DDA for approval.

Kevin reported on his conversation with Doug Piggott at Rowe Engineering. Doug is retiring and a new representative will be taking over. This new representative is also a grant writer. Doug will bring him to a DDA meeting for introductions and discuss grant writing.

The DDA budget was emailed to the village clerk. She will present it to the Village Council for approval.

Linda made a request for approval to purchase paper & ink. Julie made a motion to approve up to \$100 for the replacement of paper & ink for the PC/DDA. Steve 2nd. All ayes. MC.

Roll Call: Kevin-aye, Frank-aye, Julie-aye, Steve-aye, Linda-aye. MC.

TIF final reporting: Kevin will ask Doug Piggot who we get the increase from.

Julie will reach out to local area DDA treasurer's for proper procedure in filing the correct documents for the TIF reporting. She will also reach out to Bancroft village clerk & treasurer to request their presence if a meeting can be set up with other community treasurer's to hold a discussion on proper reporting procedures for the TIF report.

A discussion to determine the actual DDA encompassed area and the actual downtown zone for reporting purposes is still in question. DDA is seeking clarification.

Treasurer's Report:

Julie reported the current financials.

CHRP: \$23,037.15 General: \$2,500.56 Community Fund \$2039.86

TIF: \$6,952.70

In Rick's absence, Kevin as vice chair will sign financial statements for the DDA treasurer. Linda made a motion to accept the DDA treasurer's financial report pending audit. Frank 2nd. All ayes. MC.

A roll call was requested. Frank-aye, Kevin-aye, Steve-aye, Julie-aye, Linda-aye. MC.

Old Business:

Rachel is still trying to make contact with the lead for a grant writer.

DDA will continue to search for grants. The DDA newsletter has been covered under new business.

New Business:

Linda went over Chuck Donaldson's (MEDC) email conversation regarding Patronicity, Crowdfunding and grants. Mr. Donaldson feels that the Village of Bancroft does not qualify for any of the programs at this time. Linda will contact Patronicity directly for more details.

Mr. Donaldson from MEDC also recommended we develop a business plan for the community center.

Also discussed was a possible fundraising project to help cover the expenditures for installing the acquired playground equipment for our local parks.

Kevin spoke on the DDA proposed newsletter. If it materializes it could be put in with the village water bills and DDA could split the cost of mailing. The newsletter could also be posted on the DDA facebook page.

Dates for summerfest were discussed. Other events occurring in Shiawassee county were taken into consideration. A tentative date of August 20th 2022 was set.

A discussion was held on what expenses the DDA should incur for the 2022 event. It was mentioned that the children's activities should be held earlier in the day. Also, a request for suggestions on how to transition from the radio station activities to the band performance to hold patrons attention.

Frank made a motion to adjourn at 7:47 pm. Steve 2nd. All ayes. MC.

Submitted by
Linda Wert-Fuller
PC/DDA Secretary