

**VILLAGE OF HOLLY**  
**DOWNTOWN DEVELOPMENT AUTHORITY**  
**Minutes of January 11, 2010 Regular Meeting**

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The Village of Holly Downtown Development Authority meeting was called to order at 5:30 p.m. by John Winglemire in the Village Council Chambers located at 315 S. Broad Street, Holly, Michigan.

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**Board Members Present**

Kel Leigh Coale  
James Hilty  
Evelyn Raskin  
Lisa Clark  
Marty Lorenz  
Ray Rath  
Pete Clemens  
John Winglemire

**Board Members Absent**

Jeannie Montooth

**Others Present**

Reisa Hamilton

**Staff Present**

Marsha Powers

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**Motion Lorenz, second Raskin to excuse Montooth. Motion carried by a voice vote of eight ayes and no nays.**

**APPROVAL OF THE MINUTES:**

Changes:

- Motion on page 3 should read: ...the DDA Board Members wish to continue as it *“is”*

**Motion Clemens, second Clark to approve the 12/14/09 minutes as amended. Motion carried by a voice vote of eight ayes and no nays.**

**AGENDA APPROVAL:**

**Motion Clemens, second Rath to approve the Agenda as presented. Motion carried by a voice vote of eight ayes and no nays.**

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**FINANCIAL REPORT:**

**Motion Lorenz, second Clark to approve the Financial Report in the amount of \$16,288.21. Roll call vote was as follows:  
Voting for: Coale, Clark, Clemens, Rath, Lorenz, Hilty, Winglemire, Raskin  
Voting against: None  
Absent: Montooth  
The motion carried.**

**PUBLIC COMMENT:**

- None

**OLD BUSINESS:**

- 1) **Holly Crossing Property - Bids to remove building**
  - Two bids were presented
  - An asbestos review is required

**Motion Clemens, second Lorenz to accept the bid by Bruce Lowe Excavating for**

**\$3,890 to remove the building. Roll call vote was as follows:**

**Voting for: Coale, Clark, Clemens, Rath, Lorenz, Raskin, Hilty, Winglemire**

**Voting against: None**

**Absent: Montooth**

**The motion carried.**

**2) Dickens Festival Update**

- Letter was drafted and will be presented at the next meeting in Feb.

**NEW BUSINESS:**

**1) MSOC Annual Evaluation**

- The first meeting will be at 9:00 AM followed by committee meetings
- Wrap up evaluation is at 6:30 PM

**2) Vacant DDA Position**

- Position could be part-time or full-time
- Mainstreet program is willing to allow a part-time Director, working 25-30 hrs. a week during the current tough economic downturn
- There is value in having a Director who can get out into the community
- Full-time Director would cost \$39,000/yr. plus benefits
- Most Board Members felt it would be best to hire a full-time, rather than a part-time Director
- Others were concerned about the cost
- More likely to lose a part-time position to a full-time position in another community
- Village insurance only covers full-time positions
- A flexible full-time job is an option
- Powers said it has been beneficial to have a full-time Director, but during

the tough economic times a part-time position might be wise

- It depends on how active the DDA wants to be
- Could not afford a full-time Director without all the captured funds
- \$66,0000/year is budgeted to the streetscape project
- No Chamber Director right now to fill in the gap
- Hiring an intern was suggested
- No benefits would be required
- Someone experienced into going out and bringing in retail business is needed
- O.C. is willing to market some of the vacant buildings in the DDA district
- Salary could be lowered, but qualifications may go down too
- Could advertise on MML or elsewhere
- Perhaps members should have a budget meeting first to see how much might be available for a Director
- Hours and benefits of a full-time position should be negotiated by the members

**Motion Lorenz, second Clark to hire a full-time person and negotiate benefits and a salary range of \$28,000-\$32,000. Roll call vote was as follows:**

**Voting for: Coale, Clark, Clemens, Rath, Lorenz, Hilty, Raskin, Winglemire**

**Voting against: None**

**Absent: Montooth,**

**The motion carried.**

**3) Amendments to DDA plan**

- Plan was established in 2001 when the DDA was established
- Most items have been accomplished
- Other items are not listed in the plan

- but should be
- A public hearing would be required
- Every parcel in the DDA district is to have a chance to comment on any plan amendments
- The same is true of all entities from which the DDA captures funds
- Currently have a 10-year agreement with O.C. who would likely be agreeable to any changes
- Board should come up with ideas they would like included in a new 10-year plan
- Hard to plan new projects while still paying off old projects
- Can still set future goals, such as façade grants, kiosk, apply any extra money to paying down principal, etc.
- Perhaps golf outing money could go toward paying down principal
- Powers will find out which acct. the golf outing money is stored in and report back at the next meeting

**REPORTS:**

**1) Committees**

- With the resignations of the DDA Director, Promotions and Organization were not held
- Hilty would like to see some flowers pots placed at the post office
- Calendar of meetings is in the packet
- Committees should meet in Feb. to discuss their budget needs

**2) Acting DDA Director & Village Manager:**

- Merchants meeting held on 1-6-10
- Recommended a community-wide calendar showing all the meetings
- Sidewalk snow removal letters were

- sent to downtown businesses and property owners
- Help will be needed to bundle state welcome literature
- Meeting with Next Steps reps on Wed.
- \$4,500 in funding is still needed towards the Next Step grant
- Holly Candle needs walking maps if anyone has any extra ones; the Village is out of them
- One of the committees is working on a new walking map
- Winglemire, Rath and Lorenz volunteered to serve on the budget committee

**BOARD COMMENTS:**

- No comments were made

**ADJOURNMENT:**

**Motion Clemens, second Lorenz to adjourn the meeting at 6:20. Motion carried with a voice vote of eight ayes and no nays.**

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Sheri McGee, Transcriber