



VILLAGE OF HOLLY

Downtown Development Authority

NOTICE OF DDA REGULAR MEETING

CHANGE OF DATE & TIME

BEING HELD ELECTRONICALLY

USING ZOOM.US

NOTICE IS HEREBY GIVEN, a regular meeting of the Village of Holly Downtown Development Authority on Monday, July 13th at 6:00pm has been rescheduled for Tuesday, July 7, 2020 at 12:00pm. This meeting will be held electronically as authorized under executive order 2020-129 signed by Governor Whitmer on June 18, 2020. Members of the public body and members of the public may participate electronically as described below.

Access the meeting at <https://us02web.zoom.us/j/89161924029>

Or go to zoom.us. At the top, right corner, select 'join a meeting'. Enter the meeting ID # **891 6192 4029**. The bottom left corner will allow to start the video and audio feeds. Or you can call in using the following numbers:

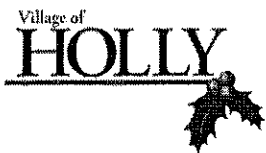
+1 312 626 6799 US (Chicago)
+1 646 558 8656 US (New York)
+1 253 215 8782 US
+1 301 715 8592 US
+1 346 248 7799 US (Houston)
+1 720 707 2699 US (Denver)

Written comments may be submitted by email to DDA Director Katy Golden at kgolden@hollyvillage.org prior to the meeting. The agenda will be posted at the Village offices.

Individuals needing assistance to participate are asked to contact the Village offices at least 24 hours prior to the meeting at (248) 634-9571 during regular business hours. An attempt will be made to make reasonable accommodations.

Katy Golden
DDA Director
Village of Holly

Posted: June 30, 2020



DOWNTOWN DEVELOPMENT AUTHORITY BOARD MEETING

Tuesday, July 7, 2020, 12:00 p.m. via ZOOM

The Downtown Development Authority (DDA) meeting is normally scheduled the 2nd Monday of each month at 6:00 pm via ZOOM.US, held electronically as authorized under executive order 2020-129 signed by Governor Whitmer on June 18, 2020.

- **CALL TO ORDER**
- **ROLL CALL**
- **APPROVAL OF MINUTES**
 - Meeting of June 8, 2020
- **AGENDA APPROVAL**
- **FINANCIAL REPORT**
 - June 1, 2020
 - June 30, 2020

Beginning Balance:	\$ 182,905.52
Ending Balance:	\$ 189,611.78
- **PUBLIC COMMENT**
- **NEW BUSINESS**
 - Consideration of donation to the Depot relocation project
- **OLD BUSINESS**
 - N/A
- **REPORTS**
 - Committee Reports
 - Director Report
 - Village Manager Report
- **BOARD COMMENTS**
- **ADJOURNMENT**

The next regularly scheduled meeting for the Holly
Downtown Development Authority will be:

Monday, August 10th, 2020 at 6:00 p.m.

VILLAGE OF HOLLY

DOWNTOWN DEVELOPMENT AUTHORITY

Minutes of Monday, June 8, 2020 Special Meeting via ZOOM

The Village of Holly Downtown Development Authority meeting was called to order at 6:00 p.m. by Chairman Richard Rossell via Zoom Meeting #482 980 8647.

Board Members Present

Bob Hoffinan
Gordon Dryer
Richard Rossell
Lisa Clark
Debi Harden

Board Members Absent

Tom McKenney
John Winglemire
Steven Sulfaro
Cari Cucksey

Others Present

Susan Bossaret
Holly Herrick
Sheena Payer

Staff Present

Katy Golden
Rachel Orzechowski
Jerry Walker

Meeting called to order at 6: 05 pm by Chair Richard Rossell with a moment of silence for those who have been hurt in the COVID-19 Pandemic.

Director Golden called the roll. Cucksey, Sulfaro, Winglemire, and McKenney absent. Rossell motions to excuse Ms. Cucksey and Mr. McKenney. Rossell moves, Clark supports.

Motion carried by a voice vote of five ayes and no nays.

APPROVAL OF THE MINUTES:

Motion by Clark , seconded by Dryer , to approve the regular meeting minutes of March 9, 2020 and April 13, 2020.

Motion carried by a voice vote of five ayes and no nays.

AGENDA APPROVAL:

Motion by Hoffman, seconded Clark by to approve the Agenda of June 8, 2020.

Motion carried by a voice vote of five ayes and no nays.

FINANCIAL REPORT:

Motion by Clark, seconded by Dryer to approve the Financial Report of April and May 2020.

Motion carried by a voice vote of five ayes and no nays.

PUBLIC COMMENT:

Meeting posted online following governor's order. No public wished to comment

NEW BUSINESS:

#1 Election of DDA Board Officers 2020-2021

Clark moves to elect Richard Rossell as Board Chair, Hoffman supports.

Voice vote of four ayes, Motion Passes.

Rossell nominates Robert Hoffman as Vice Chair, Dryer seconded.

Voice vote of four ayes, Motion Passes.

Rossell nominates Lisa Clark as secretary, Hoffman supports.

Voice vote of four ayes, Motion Passes.

#2: Consideration of Annual Review and Director's Contract:

Mr. Rossell: The Village, as is every municipality is a crunch, Village had to discontinue Katy as the Assistant Village Manager, we get Katy full time now. However, it takes away \$9,000 from salary and \$3,000 for health insurance. I propose that we give Katy a performance bonus, the finance committee and I agreed that this year we should give her \$1,000 bonus to help through these times. Then pick up the \$270 a month for her daughter's health insurance. The finance committee met, and we know that we can afford this. Would the board consider this?

Ms. Clark: Great idea.

Mr. Hoffman: The \$1,000 bonus, is that a onetime payment or salary?

Mr. Rossell: It is a onetime payment. Her contract is up, and she is also running for office. We are quite pleased with her performance, and we wish to extend contract through December, because we are unsure of what the election results will be.

Mr. Dryer: Agreed.

Ms. Harden: Good idea.

Rossell asking for a motion for a Director \$1,000 bonus, and for DDA Board to support monthly medical insurance for Director's daughter. Hoffman motions, Clark seconds.

Roll Call VOTE

YES: Rossell. Hoffman Clark. Dryer. Harden
NO:

Absent: McKenney Cucksey, Winglemire, and Sulfaro

Motion Passes.

Mr. Rossell: We appreciate you Katy, and we are going to work with you.

Ms. Golden: Thank you.

#3: Approval of 2020-2021 FY DDA Budget

Rossell: The budget committee met 3 months ago, before COVID-19 began. Fine-tuned as of March. We are in good shape budget wise. I recommend we go forward with our budget.

Clark moves to accept FY 2020-2021 DDA budget, Dryer seconds.

Roll Call VOTE

YES: Harden, Rossell, Hoffman, Clark, Dryer
NO:

Absent: Winglemire, McKenney, Cucksey, and Sulfaro.

Motion Passes.

Mr. Hoffman: I have a question with the budget, what are the \$35,000 project costs?

Ms. Golden: The new entrance signs for Village.

Mr. Hoffman: \$17,500 a piece?

Ms. Golden: Yes, 2 signs this fiscal year.

REPORTS:

Design Committee, Dr. Sulfaro:

Dr. Sulfaro: Absent.

Directors Report, Katy Golden:

Ms. Golden: Good stuff to share, businesses reopening, restaurants at 50% capacity with social distancing guidelines. Oakland County gave us reopen tool kits. 118 kits given out, and only 9 left now. Hand delivered, many businesses very thankful for PPE and signs.

Mr. Rossell: We also got the masks from chamber and DDA?

Mr. Golden: Yes, #HollyCares masks are finally here, 1,000 total that will be handed out shortly.

Mr. Rossell: Our TIF program is up at end of the year.

Ms. Golden: Our TIF ends at 2020, Dan Hunter of Oakland County is working on it, they will fast track us. Tim Colbeck with Mainstreet OC will be working with us, and he has done a TIF plan

before. This will be a big project. Patroncity update, hosted by MainStreet OC, would match us with \$4,000 if we raise \$4,000, we are happy to report we are at \$3,600 and that ends June 22nd. These grants will be given out as mini grants.

Mr. Rossell: The need to be made to Village of Holly, then memo MSOC campaign.

Ms. Golden: The DDA recently purchased furniture for tables and chairs for Battle Alley, I put them out Friday. Battle Alley was busy, people seemed to love the parklet area. Spent much time out in our downtown.

Mr. Rossell: Yes, and its bee positive feedback of 98%.

Ms. Golden: Yes, people are using it as gathering spot, and overwhelming positive comments about the street being closed. On our social media, we just surpassed 7k likes in our Facebook page, our wonderful tool to talk about happy things in our DDA. Flowers are out downtown, thanks to the DPW. Tomorrow we will present to council, along with Jeremy Watson, our 'We Noticed' campaign, committee positive reinforcement. Keeping up with Jones' campaign, donations from local businesses. If we notice effort in yards, flowers, roofs, paints, pride in home/residence. We get to give note, then addresses will be put in a raffle to win a gift card for Dennison Supply, Kerton Lumber, or ACE.

Mr. Hoffman: Will there be umbrellas on the Battle Alley tables?

Ms. Golden: Yes, 4 umbrellas there now.

Village Manager, Jerry L. Walker;

Mr. Walker: The closure of Battle Alley, is actioned by council to help restaurants with carry out. It prompted some questions, especially from business owners in Battle Alley. The council wanted to quickly help restaurants with space. It is a great space, and mostly welcomed. If there is a move to alter Battle Alley, or permanently close, we would have public meetings and speak to owners and public. Thank you DDA board for

being on board with this. Holly Hotel does not have furniture placed yet, meeting with owners there. We hope to have it work, that when tablecloths are on it means that they are in operating, if no tablecloths, then those tables are for the general public.

We don't have exact dates, and we are talking to the Police chief, for a march through the business district. When we find dates, we will pass those along, both groups have been forthcoming to meet with, rally, and march with us and our Police. Begin at Lakeside and end at Police station. Another rally is at Crapo park to KRCC. We do not anticipate any trouble, peaceful march. May close streets, we do not know how many people to expect.

Mr. Dryer: What are these rallies for?

Mr. Walker: Black Lives Matter. We will let you know when we are aware of more.

BOARD COMMENTS:

Mr. Rossell: Mr. Hoffman, since you lost the tenant at 101 Sunnyside, we can help promote it.

Mr. Hoffman: Already re-rented.

Ms. Golden: New tenants on our zoom call.

Holly Herrick: New tenant of 101 S Saginaw. Opening upscale farmhouse home furnishing store, previous business owners, glad to be in in this building.

Mr. Rossell: Congrats and welcome!

Mr. McKenney joined, too late for voting.

ADJOURNMENT:

Motion by Rossell to adjourn the meeting at 6:34 pm

Rachel Orzechowski, Transcriber

MEETING CALLED TO ORDER

AT 6:05 PM

DATE

06/08/2020

STAFF	PRESENT	ABSENT
Walker	X	
Golden	X	
Orzechowski	X	

Commission Roll	PRESENT	ABSENT	EXCUSED	LATE
Rossell	X			
Hoffman	X			
Clark	X			
McKenney		X	X	
Dryer	X			
Cucksey		X	X	
Winglemire				
Sulfaro				
Harden	X			

EXCUSE MEMBERS	1ST	2ND	AYE	NAY
Rossell	X			
Hoffman				
Clark		X		
McKenney				
Dryer				
Cucksey				
Winglemire				
Sulfaro				
Harden				

MINUTE APPROVAL	PASS		FAIL	
	1ST	2ND	AYE	NAY
Rossell				
Hoffman				
Clark	X			
McKenney				
Dryer		X		
Cucksey				
Winglemire				
Sulfaro				
Harden				

AGENDA APPROVAL	PASS		FAIL	
Rossell	1ST	2ND	AYE	NAY
Hoffman	X			
Clark		X		
McKenney				
Dryer				
Cucksey				
Winglemire				
Sulfaro				
Harden				

FINANCIAL REPORTS	1ST	2ND	AYE	NAY
Rossell				
Hoffman				
Clark	X			
McKenney				
Dryer		X		
Cucksey				
Winglemire				
Sulfaro				
Harden				

MOTION

PASSES

FAILS

Election of Officers	1ST	2ND	AYE	NAY
Rossell				
Hoffman		X		
Clark	X			
McKenney				
Dryer				
Cucksey				
Winglemire				
Sulfaro				
Harden				

MOTION

PASSES

FAILS

Election of Officers	1ST	2ND	AYE	NAY
Rossell	X			
Hoffman				
Clark				
McKenney				
Dryer		X		
Cucksey				
Winglemire				
Sulfaro				
Harden				

MOTION

PASSES

FAILS

Election of Officers	1ST	2ND	AYE	NAY
Rossell	X			
Hoffman		X		
Clark				
McKenney				
Dryer				
Cucksey				
Winglemire				
Sulfaro				
Harden				

MOTION

PASSES

FAILS

Meeting Adjourned M: _____ S: _____

TIME 6:34 PM

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 770 Public Funds							
06/01/2020	GJ	JE	770-000-276.248 DDA Fund				
06/01/2020			Holly Days Fireworks Donations DDA				
06/02/2020	CD	CHK	Check: Gen 72002	13961	BEG. BALANCE		(182,905.52)
06/03/2020	TAXR	JE	2019 year end Tax Disbursements	72002	1,500.00		(181,405.52)
06/04/2020	PR	CHK	SUMMARY PR 06/04/2020	13968	43.17		(181,362.35)
06/04/2020	CD	CHK	Check: Gen 72014		1,708.97	12,154.53	(193,516.88)
06/18/2020	PR	CHK	SUMMARY PR 06/18/2020	72014	42.40		(191,807.91)
06/23/2020	CD	CHK	Check: Gen 72110		1,721.05		(191,765.51)
06/30/2020	CD	CHK	Check: Gen 72128	72110	349.33		(190,044.46)
06/30/2020	CD	CHK	Check: Gen 72142	72128	40.18		(189,695.13)
06/30/2020	CD	CHK	770-000-276.248	72142	43.17		(189,654.95)
06/30/2020			END BALANCE		5,448.27	12,154.53	(189,611.78)

EXPENDITURE REPORT FOR VILLAGE OF HOLLY
PERIOD ENDING 06/30/2020

GL NUMBER	DESCRIPTION	2019-20 AMENDED BUDGET	YTD BALANCE 06/30/2020 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 06/30/2020 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)
Fund 248 - D D A Fund					
Expenditures					
Dept 691 - REDEVELOPMENT					
248-691-702.000	Wages - Full Time	43,280.00	38,000.39	3,040.05	5,279.61
248-691-703.000	Overtime	0.00	0.00	0.00	0.00
248-691-705.000	Wages - Part Time	200.00	1,772.49	146.23	(1,572.49)
248-691-713.000	FICA	3,311.00	3,197.13	243.74	113.87
248-691-714.000	Medical Insurance	5,076.34	4,781.18	435.67	295.16
248-691-715.000	Life & Disability	0.00	0.00	0.00	0.00
248-691-716.000	Retirement	600.00	0.00	0.00	600.00
248-691-717.000	Unemployment Comp	250.00	6.25	0.00	243.75
248-691-718.000	Workers Comp	374.00	146.78	0.00	227.22
248-691-721.000	Contingency	500.00	500.00	0.00	0.00
248-691-727.000	Office Supplies	700.00	614.39	0.00	85.61
248-691-729.000	Postage/Supplies	300.00	100.00	0.00	200.00
248-691-729.001	Postage/Organiza	0.00	0.00	0.00	0.00
248-691-729.002	Postage/Design	0.00	0.00	0.00	0.00
248-691-729.003	Postage/Promotion	0.00	0.00	0.00	0.00
248-691-729.004	Postage/Econ Restructuring	0.00	0.00	0.00	0.00
248-691-751.000	Vehicle Fuel	0.00	0.00	0.00	0.00
248-691-782.000	Operating Supplies	350.00	15.30	0.00	334.70
248-691-803.000	Audit Services	5,500.00	6,097.73	0.00	(597.73)
248-691-810.000	Training	500.00	310.00	0.00	190.00
248-691-811.000	Memberships	700.00	745.00	0.00	(45.00)
248-691-818.000	Contractual	1,200.00	604.95	0.00	595.05
248-691-818.002	Dist Expansion	0.00	0.00	0.00	0.00
248-691-820.000	Legal Fees	0.00	0.00	0.00	0.00
248-691-824.000	Personnel Costs	0.00	0.00	0.00	0.00
248-691-850.000	Communications	600.00	450.00	0.00	150.00
248-691-860.000	Travel	200.00	342.55	0.00	(142.55)
248-691-900.000	Printing/Publications	500.00	205.73	0.00	294.27
248-691-900.001	Printing/Publication Organiza	0.00	0.00	0.00	0.00
248-691-900.002	Printing/Publication/Design	0.00	0.00	0.00	0.00
248-691-900.003	Printing/Publication/Promotio	1,500.00	200.00	0.00	1,300.00
248-691-900.004	Printing/Publications Economi	500.00	315.00	0.00	185.00
248-691-905.000	Debt Pymt	0.00	0.00	0.00	0.00
248-691-910.000	Insurance	210.00	204.40	0.00	5.60
248-691-920.000	Utilities	500.00	679.20	82.58	(179.20)
248-691-947.000	Equipment & Vehicle Charges	0.00	0.00	0.00	0.00
248-691-947.001	DPW/Equip/Veh Chrgs/organizat	0.00	0.00	0.00	0.00
248-691-947.002	DPW/Equip/Veh. Chrgs/Design	0.00	0.00	0.00	0.00
248-691-954.000	Labor Charges	0.00	0.00	0.00	0.00
248-691-955.000	Administration Fees & Charges	2,000.00	0.00	0.00	2,000.00
248-691-960.000	Business Expense	7,500.00	7,500.00	0.00	0.00
248-691-964.000	Tax Adjustments Prior Years	1,200.00	584.69	0.00	615.31
248-691-964.000	Project Costs	0.00	7.12	0.00	(7.12)
248-691-967.000	Dickens Festival	25,000.00	24,900.00	0.00	100.00
248-691-967.002	Holly Days	500.00	1,500.00	0.00	(1,000.00)
248-691-967.004	Saginaw Streetscape	1,500.00	1,500.00	1,500.00	0.00
248-691-967.037	Project Costs/Organiza	0.00	0.00	0.00	0.00
248-691-967.101	Project Costs/Design	1,500.00	899.60	0.00	600.40
248-691-967.202	Project Costs/Promotion	15,000.00	13,313.17	0.00	1,686.83
248-691-967.303	PROJECT COSTS-BUSN DEVELOP	3,500.00	2,476.84	0.00	1,023.16
248-691-967.404	Facade Grant	750.00	94.69	0.00	655.31
248-691-967.505		0.00	0.00	0.00	0.00

EXPENDITURE REPORT FOR VILLAGE OF HOLLY
 PERIOD ENDING 06/30/2020

GL NUMBER	DESCRIPTION	2019-20 AMENDED BUDGET	YTD BALANCE 06/30/2020 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 06/30/2020 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)
Fund 248 - D D A Fund					
Expenditures					
248-691-967.606	Ladies Night Out	7,000.00	5,114.55	0.00	1,885.45
248-691-967.707	FARMERS MARKET	0.00	0.00	0.00	0.00
248-691-980.000	Office Equipment and Fixtures	0.00	0.00	0.00	0.00
248-691-995.000	Interest Expense	0.00	0.00	0.00	0.00
248-691-999.999	MISC REVENUE/EXPENSE	0.00	0.00	0.00	0.00
Total Dept 691 - REDEVELOPMENT					
		132,301.34	117,179.13	5,448.27	15,122.21
Dept 905 - DEBT SERVICE					
248-905-991.000	Principal	1,300.00	0.00	0.00	1,300.00
248-905-995.000	Interest Expense	800.00	0.00	0.00	800.00
Total Dept 905 - DEBT SERVICE					
		2,100.00	0.00	0.00	2,100.00
TOTAL EXPENDITURES					
		134,401.34	117,179.13	5,448.27	17,222.21
Fund 248 - D D A Fund:					
TOTAL EXPENDITURES					
		134,401.34	117,179.13	5,448.27	17,222.21