

Regular Meeting Agenda
Wednesday, January 15, 2020, 6:00 pm
Rochester Municipal Building, 400 Sixth Street

1. Call to Order
2. Roll Call
 - A. Pledge of Allegiance
3. DDA Vision Statement – Mayor Stuart Bikson
4. Approval of Meeting Minutes
 - A. Regular Meeting Minutes – December 11, 2019
5. Audience Comments
6. Liaison Reports
 - A. City Council – Ann Peterson
 - B. Chamber of Commerce – Marilyn Trent
 - C. Historical Commission – June Hopaluk
 - D. Principal Shopping District – Lisa Germani Williams
7. General Business Agenda Items
 - A. A Look Back at 2019 – Mark Albrecht
 - B. Main Street Oakland County Update – John Bry
 - C. Main Event Awards Catalog – Mark Albrecht/Kristi Trevarrow
 - D. Report – New Downtown Trash Services Contract – Anthony Moggio
 - E. Big, Bright Light Show Media Opportunity – Kristi Trevarrow
 - F. Acceptance of Resignation – Chairman Mark Albrecht
 - G. Election of New DDA Chairman – Mayor Stuart Bikson

8. Receipt of Regular Reports
 - A. Executive Director Update
 - B. Events & Marketing Update
 - C. Financial Report for DDA
 - D. Business Development Committee
 - E. Site Development Committee
9. Miscellaneous
10. Adjournment

**The next regular meeting of the Rochester DDA is
Wednesday, February 19, 2020, Rochester Municipal Building, 400 Sixth Street**

Rochester DDA Vision Statement

Rochester is a regional downtown shared by our residents and those of our neighboring communities. All are welcome and encouraged to enjoy our classic Main Street with businesses designed to satisfy diverse shopping, entertaining and service needs. We have a strong link to nature through our parks, waterways and trails. We are proud of our historic roots, continuously adapt to meet the changing needs of the present, and collaboratively work together to improve the quality of life of our community as we embrace the future.

Downtown Development Authority
Regular Meeting Minutes

Wednesday, December 11, 2019
Rochester Municipal Building, 400 Sixth Street
7:00 p.m.

1) Call to Order

The regular meeting of the Downtown Development Authority Board of Directors was called to order by Chairman Mark Albrecht @ 7:00 p.m.

2) Roll Call

Board Members Present:	Chairman Mark Albrecht, Mayor Stuart Bikson, Tony Lipuma, Jason Rewold, Ben Giovanelli, Bob Bloomingdale, Lisa Germani Williams, Candice Van Slembrouck, Paul Haig (arrived at 7:23 p.m.)
Board Members Absent:	Marilyn Trent, Chris Johnson
Council Liaison Absent:	Ann Peterson
Chamber Liaison Absent:	Marilyn Trent
Historical Commission Liaison Absent:	June Hopaluk
PSD Liaison Present:	Lisa Germani Williams
DDA Executive Director Present:	Kristi Trevarrow

A. Pledge of Allegiance

3) DDA Vision Statement – Chairman Mark Albrecht
Mark Albrecht read the Vision Statement.

4) Approval of Meeting Minutes

Regular Meeting Minutes –October 16, 2019

Motion By:	Candice Van Slembrouck to approve the October 16, 2019 Regular Meeting Minutes as amended: Removing a superfluous “\$” on page 3 under item B.; and changing the cost involved under the same item from \$146,938.00 to \$145,134.08.
Second By:	Ben Giovanelli
In Favor:	All
Opposed:	None
Motion Passed	

5) Audience Comments

There were no audience comments.

6) Liaison Reports

A. City Council

Mayor Bikson highlighted the following:

- New Council Members were sworn in
- Mayoral appointments of City Council members to Board and Commissions

B. Chamber of Commerce

C. Historical Commission

D. Principal Shopping District

- Amanda H. Keighley was appointed from the City Council to the PSD board.

7) General Business Agenda Items

A. Main Street Oakland County Board Training Opportunity

Main Street Oakland County will be hosting a training workshop on January 22, 2020 from 6:00 p.m. – 8:30 p.m. entitled *Effective Boards Aren't Built in a Day*. If three board members attend the workshop, in addition to staff, the DDA will receive an additional \$1,500 in the In Your Town Training Fund. Additionally, there will be a chance to win an additional \$1,000 in County Services. Paul Haig, Marilyn Trent and Candice Van Slembrouck would like to attend the workshop. Bob Bloomingdale will serve as an alternate attendee.

B. Downtown Holiday Expo Update

The Downtown Holiday Expo took place on November 11, 2019. Paul Haig stated that attendance was down slightly, but it was still a successful event with a lot of interaction with the merchants and services.

C. Donor Wall Update

Tony Lipuma stated that eight (8) plaques and one (1) bench have been purchased, for a total of \$16,000.00. Installation of the five of the plaques will take place when the weather breaks. Mr. Giovanelli reminded everyone that the purchase of sponsorship is tax deductible.

D. Downtown Holiday Events Update

- Holiday Farmers' Market - The Holiday Market will continue to run through December 19, 2019. The Rochester High School Small Business Program will be holding their "pop-up" event at the December 12, 2019 market. The proceeds from their event will be donated to St. Jude's.
- Festival of Trees – There was a record number of attendees. All ten non-profit spots were filled, and every item was sold. A total of \$48,300.00 was raised.
- Lagniappe – This event was once again a huge success. Weather has been very cooperative this year. Santa's phone booth has also been a big hit.

- The Big, Bright Light Show – The following recognitions have been received:
 - Top 9 Must See Christmas Destinations in Michigan – Pure Michigan
 - Most Enchanting Main Street in the Country – Only In Your State
 - Top 7 Metro Detroit Holiday Destinations – Channel 7
 - 7 Places to See Holiday Lights in Metro Detroit – Channel 4
 - Christmas in These Towns Near Detroit Looks Like A Hallmark Movie – Only In Your State
- Kris Kringle Market – There were good crowds for this event. All vendor space was sold out.
- Caroling in the City – This event will be held on December 15, 2019. Downtown Rochester will be transformed into Whoville, with the community caroling around the Christmas tree in the middle of Main Street. Lisa Germani Williams will be reading *Twas the Night Before Christmas*.

E. Set Date for FYE 2021 DDA Goals & Objectives

Chairman Albrecht stated that the Goals & Objectives Meeting will immediately follow the regular DDA meeting on January 15, 2019, which will begin at 6:00 p.m. He requested that each board member come to meeting with capital improvement ideas for 2020. Ben Giovanelli ask that the Board members be familiar with the 2020 budget before the meeting. City Finance Director Anthony Moggio, Deputy City Manager Nik Banda, City Council Member Ann Peterson, and a representative of the PSD will also be in attendance.

8) Receipt of Regular Reports

A. Executive Director Update

Main Street Oakland County Update

John Bry is working with Main Street America to create a pilot program that addresses the needs of high-functioning Main Street communities and has invited Rochester to be one of the pilot communities. He will be attending the January 15, 2020 meeting to provide his annual Main Street Oakland County update.

The Big, Bright Light Show – Media Recognition

To date, the following recognitions have been received:

- Top 9 Must See Christmas Destinations in Michigan – Pure Michigan
- Most Enchanting Main Street in the Country – Only In Your State
- Top 7 Metro Detroit Holiday Destinations – Channel 7
- 7 Places to See Holiday Lights in Metro Detroit – Channel 4
- Christmas in These Towns Near Detroit Looks Like A Hallmark Movie – Only In Your State

B. Events & Marketing Update

EVENTS

Lagniappe – Lagniappe was successful once again. Santa, Mrs. Claus and his reindeer by the stage on E. Fourth Street was sponsored by Somerset Lending Corporation/Andrews Realty Group. There were free carriage rides at W. Third Street and Walnut Street that were sponsored by TDR Orthodontics.

Small Business Saturday – Businesses were encouraged to sign up on the official SBS website through AMEX and Oakland County. Shoppers who uploaded their receipts from a small business in Oakland County were automatically entered to win \$5,000.00.

Caroling in the City – This event is scheduled for December 15, 2019. There will be Christmas choirs, and Ugly Sweater Contest, a Christmas Cookie Station, Strolling Carolers and the Rochester Community Carolers. The community will gather around the Christmas Tree in the center of Main Street. Lisa Germani Williams will be reading *Twas the Night Before Christmas*.

Fire & Ice Fest – This event is scheduled for January 17-19, 2020. Merchant participation forms have been sent out, including sponsorship forms for the “On Vacation” themed sculpture show. Participation forms for the TasteFest tent have also been sent out.

MARKETING

Holiday Farmers’ Market – The Holiday Markets have been very well attended by the community. Promotions included a tote bag give-away, food, the “pop-up” event with Rochester High School, and a visit with Santa. Vendors have been pleased with the growing attendance. There has been great variety, including winter greens, produce specialty items and select crafters.

Kris Kringle Market – Vendor space was sold out for this event. New vendors included Wealthy Street Woodworks, Rochester Fudge, Creative Designs, M&R Produce and Art by Erin.

- C. Financial Report for DDA
The Revenue and Expenditure Report for period ending 11/30/2019 for Fund 494, Downtown Development Authority was included in the packet.
- D. Business Development Committee
Paul Haig stated that beginning in 2020, the merchants will no longer hold “Open Late Thursdays.” Instead, there will be a themed event to be held every third Thursday of the month.
- E. Site Development Committee

9) Miscellaneous

Chairman Albrecht stated that because he was elected to the City Council in November, the January 15, 2020 meeting will be his final meeting as chairman of the DDA. Vice Chairman Rewold stated that he does not feel that he is ready to become the next Chairman at this time and will continue as Vice Chairman. The DDA will elect a new Chairman at the January 15, 2020 meeting.

Kristi Trevarrow thanked Mark Albrecht for his work on the DDA, stating that Chairman Albrecht deserves a lot of the credit for the current success of the DDA.

10) Adjournment

Seeing no further business, Mark Albrecht adjourned the meeting at 7:37 p.m.

Date Approved

Susan McCullough

UNOFFICIAL

7A. A Look Back at 2019 – Mark Albrecht

Chairman Mark Albrecht will provide a review of accomplishments and activities of the DDA in 2019.

7B. Main Street Oakland County Update – John Bry

Main Street Oakland County Coordinator John Bry will provide an update to the Board.

7C. Main Street Awards Catalog – Mark Albrecht/Kristi Trevarrow

Attached is this year's Main Street Awards Catalog for the Main Event on May 7.



Awards *CATALOG*

Recognizing
Excellence in
Oakland County
Downtown
Development

Submission Deadline:
5 p.m. | Monday, March 30, 2020

Make Plans Today to Attend

The Main Event Awards Ceremony | May 7, 2020
The Treasury | 30 N. Saginaw Street | Pontiac



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Select Level

Berkley
Clawson
Farmington
Ferndale
Franklin
Highland
Holly
Lake Orion
Ortonville
Oxford
Pontiac
Rochester
Royal Oak

Associate Level

Birmingham
Lathrup Village
Wixom

Affiliate Level

Auburn Hills
Clarkston
Groveland Township
Hazel Park
Holly Township
Leonard
Madison Heights
Oak Park
South Lyon



THE MAIN EVENT

SAVE
• THE •
DATE

MAY 7 2020

Save-the-Date The MSOC Awards will be presented at the Main Event on **Thursday, May 7**, in the evening at the Treasury in downtown Pontiac.

INTRODUCTION

Main Street Oakland County Awards

The Awards

2020 marks the 20th Anniversary of the Main Street Oakland County program. This year, the Main Event will encompass the past two decades of Main Street successes. Each community has had impactful people, projects or events that have shaped their downtown over that time. Whether it be the individual who leads the charge to becoming a Main Street, the saving of a historic building that the community rallied behind, an event that grew from 10 attendees to 1,000, or a development that improved the long-term economic outlook of the downtown.

While the awards are intended to reflect 20 years of downtown progress, it doesn't mean that a community had to maintain the successful activity for the full 20 years, and the success could have occurred before the community became a Main Street member. Your award submission should represent the cumulative impact and efforts over time—with one award representing each of the Main Street Approaches: Design, Economic Vitality, Promotion, and Organization. Look for the people and things that have had a significant impact over the last two, five, 10 or 20 years.

Winning an MSOC award adds prestige to your downtown and allows your community to take a bow and highlights the value of the work being done. Winning could mean additional dollars for your budget. "Spirit of Main Street" award, sponsored by Genisys Credit Union, and "Window on Main Street" award, sponsored by Turner Restoration, each come with cash prizes for the winner. In every category, winners will receive a custom-made plaque with a handcrafted tile from Pewabic Pottery — plus recognition in Oakland County's post award press release and social media. Each award description and eligibility requirements are detailed on the following pages. MSOC may award more than one winner for each category if it is deemed appropriate by the judging committees.

MSOC designated districts may apply for only one (1) award per category, except for Window on Main Street which a community may submit up to three (3), where eligible (*i.e.*, *Select Level communities may apply for up to six awards. Associate and Affiliate Level communities may apply for up to three awards.*)

Submissions

All submissions will be made to MSOC via an [online application form](#) available at MainStreetOaklandCounty.com

Please enter one nomination per form. Enter community name, nomination name, etc. using this form. Select award categories from the pulldown menu. Additional nominations can be submitted using the same online form.

Deadline

All award nominations must be received by Oakland County's Department of Economic Development & Community affairs by 5 p.m., Monday, March 30, 2020. If you have any questions regarding the submission process, you may contact John Bry at (248) 858-5444 or by email at bryj@oakgov.com.

Extensions

There are no extensions to the deadline — no exceptions. Late entries will not be accepted, so please start early.

INTRODUCTION *(cont.)*

Award Judging

Award judging panels for this special year may be comprised of EDCA staff and/or other professionals in the fields of downtown development.

Helpful Tips

- Don't assume that the judges know your community or project
- When reviewing the specific award criteria, think of ways that you can communicate why your nominee qualifies for the award.
- Be specific and provide short descriptions or bullet points highlighting the impact the individual or project has had to your Main Street program or community.
- Pictures are worth a thousand words, so include photos where available to offer insight on the impact of your nomination/nominee.
- Use press clippings, letters of support, awards or other items that you feel communicate the reason you have made the specific nomination.

AWARDS for

All MSOC *COMMUNITIES*





SPIRIT OF MAIN STREET

A Video Essay sponsored by Genisys Credit Union

Every MSOC community is eligible to enter and compete to win \$2,500 for its local program. Your video can be up to no more than 3 minutes, as one complete edited video. The video will be judged on content and production quality. Videos should be enthusiastic, energetic, and tell your story. The video needs to impart the spirit of your program and district.

Rules & Eligibility

- Video should be between 2-3 minutes in length, as a final edited version
- Video must be new
- Video must not be professionally produced
- Past submitted videos are not eligible

Judging Criteria

- Time standard: 2-3 minutes total
- Quality and content are considered
- Story line and delivery
- Originality and creativity
- People and/or places highlighted
- Excitement and energy conveyed
- Collaboration in production

The Prize

\$2,500 will be presented to the winner by Genisys Credit Union at The Main Event.

Tips

- Develop a story line. It could be all-encompassing or a single, unique event/challenge/accomplishment that demonstrates your district's spirit.
- Determine who or what will tell the story; get it on video
- Include images in the video to demonstrate a particular point
- Give it a title — it helps the viewer understand what they are seeing
- Music is always good
- Decide what your story is
- Tie into *Main Street Oakland County's 20th Anniversary*

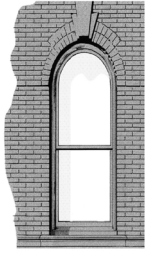
Deadline of intent to participate

5 p.m. | Monday, March 30, 2020

Notification of intent to participate to:

John Bry, MSOC Program Coordinator
(248) 858-5444 | bryj@oakgov.com

Turner Restoration



WINDOW ON MAIN STREET

Sponsored by Turner Restoration

Display your community pride with this award that celebrates the transformation of your downtown over the last 20 years. All MSOC communities are eligible to participate in this collaborative competition showcasing the window design skills of a local business in partnership with the local MSOC organization. The winning window will earn the business and the organization a cash prize of \$750 EACH and bragging rights as the coolest display behind glass in all of Oakland County.

Rules & Eligibility

- Past award recipient communities may re-submit nominations annually;
- The local MSOC organization may partner with up to three (3) business of its choosing to create window displays at the selected businesses
- Celebrated the transformation of your downtown over the last 20 years
- Window displays must incorporate and/or showcase the business
- Window displays must acknowledge MSOC, the contest and sponsor by displaying an 8.5 x 11 inch sign provided by MSOC
- Window must be located within the community's designated district, whether it is a PSD, DDA, CIA or other such area as designated by the local program
- Window display must be completed and in place by TBD April 30, 2020. It must remain in place through May 15, 2020

Judging Criteria

- Creativity and originality
- Adherence and execution of theme
- Incorporation/display of business
- Use of materials
- Promotion of the local program as a participant of Main Street Oakland County
- Recognition of award sponsor
- Collaboration between organization and business

The Prize

\$1,500 cash prize to be split equally between the business and district's official MSOC organization.

Deadline of intent to participate

5 p.m. | Monday, March 30, 2020

April 30, 2020 at 5 p.m.

Window completed for judging

Notification of intent to participate to:

John Bry, MSOC Program Coordinator
(248) 858-5444 | bryj@oakgov.com

AWARDS *for*

Select

LEVEL COMMUNITIES



MAIN STREET PIONEER

The Main Street model is a grass roots, community driven program. Look back over the past 20 years for an individual(s) who was instrumental in instilling a desire for downtown revitalization, which eventually led to participating in the Main Street program.

Good board members, volunteers, elected officials and other local leaders and influencers are the life blood of every local program. They offer time, talent and treasure to drive the revitalization or management process. They serve on boards and committees, lead projects, lend a helping hand when needed and serve as positive community ambassadors for the district and its ongoing success.

This award honors that special individual(s) who has invested considerable personal time and energy to enhance the downtown and organization over the life of the local Main Street program. This award is for individual(s) who have so positively influenced the community, and their impact has been felt for many years.

Rules & Eligibility

Nominee no longer needs be active with the program or downtown but must have had a significant impact to the downtown for an extended period of time

Judging Criteria

- Nominee's contribution toward achieving district goals and assisting with activities
- Extent of the nominee's participation, the quality and amount of the time donated
Example – time volunteered, money raised, programs initiated, etc.
- Degree which nominee's commitment went above and beyond expectations

Deadline

5 p.m. | Monday, March 30, 2020

Need Help? Contact:

John Bry, MSOC Program Coordinator
(248) 858-5444 | bryj@oakgov.com

OUT IN THE STREETS

Every downtown has places that make it special and unique. From historic landmarks/buildings, to trails and green spaces, to public gathering spaces, and just about any other space that is important to your Main Street. Main Street Oakland County's historic commercial districts are defined by places with unique characteristics. This award recognizes an outstanding historic preservation effort or placemaking project or initiative that has had a significant and long-term impact to the downtown in the last 20 years.

Examples: Historic building(s) rehabilitation, major streetscape enhancements, road diet implementation, public space creation, preservation plan and/or ordinance, public art program or other project that improved the placemaking and uniqueness of your Main Street.

Rules & Eligibility

- Project can be publicly-developed or a combination of private and public partnership
- Project must be accessible or visible to the public
- Action can target areas, districts and/or properties
- Action can be a single initiative or a series taken over time
- Action must support high standards of preservation, restoration and design

Judging Criteria

- Relevance to the district's strategies and goals
- Broad-based involvement and support in the development of the project
- Quality and innovation of final design
- Accessibility by the public
- Measurable results or impact upon the district

Deadline

5 p.m. | Monday, March 30, 2020

Need Help? Contact:

John Bry, MSOC Program Coordinator
(248) 858-5444 | bryj@oakgov.com

SELLING MAIN STREET

Getting people downtown to shop, eat and drink, have fun, explore and live is a goal of all Main Street organizations. It is important to continuously sell the community and communicate the importance of a vibrant downtown for the entire community. This award recognizes an outstanding special event, image campaign or public relations campaign that has grown and had a sustained impact on your Main Street during the last 20 years.

Examples: special events, stakeholder engagement events or programs, websites or social media programs and advertising campaigns to promote the work of the downtown organization.

Rules & Eligibility

- Project can be publicly developed or a combined private and public partnership
- Project can be a reoccurring activity or one-time event
- Project may be an event, image campaign, website/mobile app, promotional piece

Deadline

5 p.m. | Monday, March 30, 2020

Need Help? Contact:

John Bry, MSOC Program Coordinator
(248) 858-5444 | bryj@oakgov.com

Judging Criteria

- Relevance to the district's strategies and goals
- Broad-based involvement and support in the development of the project
- Collaborative and innovative partnerships
- Measurable outcomes leading to positive change

TRANSFORMING THE ECONOMY

The Main Street approach is one of the leading economic development tools for downtowns throughout the U.S. A strong local economy is the goal of every program in Oakland County; however, what represents economic vitality in each Main Street can vary greatly. This award recognizes the most impactful development or program leading to the transformation of your local economy. This award is not an apples-to-apples comparison. Think specifically about your Main Street program and the downtown and what has moved the needle in a positive direction for your community during the last 20 years.

Examples: new anchor business that increased employment and/or foot traffic, a new business filling a market demand, infill development that improved the quality of life downtown, parking, infrastructure, trails, wayfinding and/or other downtown destination development that improved the perception and sense of place of the Main Street and lead to increased economic activity.

Rules & Eligibility

- Project/strategy can be publicly developed, privately developed, or a combination
- Project/strategy must contribute to strengthening the district's economic vitality

Judging Criteria

- Relevance to the district's long-term strategy and transformative goals
- Broad-based involvement and support in the development of the project
- Collaboration and innovation
- Degree the project transformed the economic vitality of the district
- Measurable results or impact upon the district

Deadline

5 p.m. | Monday, March 30, 2020

Need Help? Contact:

John Bry, *MSOC Program Coordinator*
(248) 858-5444 | bryj@oakgov.com

AWARDS for

Affiliate & Associate *LEVEL COMMUNITIES*



PROGRAM ON THE RISE

Economic Vitality

Revitalizing a downtown or neighborhood commercial district requires focusing on the underlying economic vitality of the district. This work is rooted in a commitment to making the most of a community's unique sense of place and existing historic assets, harnessing local economic opportunity and creating a supportive business environment for small business owners and the growing scores of entrepreneurs, innovators and locals alike. With the nationwide growing interest in living downtown, supporting downtown housing is also a key element of building economic vitality.

Design

A focus on design supports a community's transformation by enhancing the physical elements of downtown while capitalizing on the unique assets that set the commercial district apart. Main Streets enhance their appeal to residents and visitors alike with attention to public space through the creation of pedestrian-friendly streets, inclusion of public art in unexpected areas, visual merchandising, adaptive reuse of older and historic buildings, more efficiently designed buildings, transit-oriented development and much more.

Promotion

Promoting Main Street takes many forms, but the ultimate goal is to position the downtown or commercial district as the center of the community and the hub of economic activity, while creating a positive image that showcases a community's unique characteristics. This can be done through highlighting cultural traditions, celebrating and preserving important architecture and history, encouraging local businesses to market cooperatively, offering coordinated specials and sales and hosting special events aimed at changing perceptions of the district and communicating to residents, investors, businesses and property owners that this place is special. *(Continued)*

PROGRAM ON THE RISE *(cont.)*

Organization

A strong organizational foundation is key for a sustainable Main Street revitalization effort. This can take many forms, from a stand alone non-profit organization, to a special assessment district, to a program housed in a municipality or existing community development entity. Regardless of the organizational type, the focus is on ensuring that all organizational resources (partners, funding, volunteers etc.) are mobilized to effectively implement the community transformative strategies.

Rules & Eligibility

- Effort/project should show the growth and progression of the Main Street program
- Effort/project can involve one or more areas of the Main Street Approach: Economic Vitality, Design, Promotion, and Organization for the award nomination
- Effort/project can be public, private or partnership

Deadline

5 p.m. | Monday, March 30, 2020

Need Help? Contact:

John Bry, MSOC Program Coordinator
(248) 858-5444 | bryj@oakgov.com

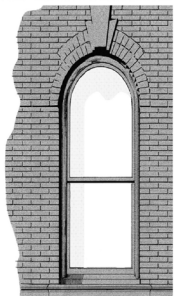
Judging Criteria

- Relevance to the district's strategies and goals
- Understanding of the Main Street Approach™
- Defined purpose and measurable outcomes
- Volunteer, public and/or private sector engagement
- Impact on establishing an on-going Main Street program

Thank You *To OUR SPONSORS*



Turner Restoration



MainStreet
OaklandCounty.com



7D. Report – New Downtown Trash Services Contract – Anthony Moggio

Finance Director Anthony Moggio will provide a report on the City's new contract for trash services and the impact on our downtown service.

12/5/2019

Monthly Increase/ (Decrease)	Monthly Proposed yr1	Monthly Current	tips a week	Billing weeks a month	Dumpster Quantity	Old Monthly*	New Proposed	Location	Current each	Current total	
279.28	929.28	650.00	6	4	2	Not broken	19.36	East Main Street Alley - 2 trash 8 yard	0	650.00	
464.64	464.64	-	6	4	1	out	19.36	East Main Street Alley - 1 recycle 8 yard	0	-	
(617.97)	168.96	786.93	4	4	1	49.18	10.56	West Alley - 4 Yd RL 4xw	49.18	786.93	
(2.24)	309.76	312.00	4	4	1	19.50	19.36	Parking lot - 8 Yd 4xw	19.50	312.00	
(6.72)	929.28	936.00	4	4	3	19.50	19.36	Parking lot - 8 Yd 4xw times 3	19.50	936.00	
149.87	1,182.72	1,032.85	4	4	7	9.22	10.56	Parking lot - 4 Yd RL 4xw - Times 7	9.22	1,032.85	
(83.32)	506.88	590.20	6	4	2	12.30	10.56	East Alley 4 Yd RL 6xw - times 2	12.30	590.20	
(2.24)	309.76	312.00	4	4	1	19.50	19.36	Parking lot - 8 yd 4xw	19.50	312.00	
(122.08)	1,393.92	1,516.00	6	4	3	21.06	19.36	Parking lot - 8 yd 6xw - times 3	21.06	1,516.00	
(2.24)	309.76	312.00	4	4	1	19.50	19.36	Parking lots - 8 yd 4xw	19.50	312.00	
(2.24)	309.76	312.00	4	4	1	19.50	19.36	Parking lots - 8 yd 4xw	19.50	312.00	
(689.18)	6,814.72	6,759.98	Matches GFL bill					MONTHLY TOTALS			6,759.98
										ANNUAL TOTALS	81,119.76
656.88	81,776.64	81,119.76	Annually					COST INCREASE (FROM YR TO YR)			

Yellow is unknown why, but was a flat amount on old bill of 650/month, but it has three 8 yard dumpsters in it.

* Extrapolated from GFL invoices, looking at monthly totals, quantity, size of dumpster and frequency.

Yr 1		Yr 2		Yr 3		Yr 4		Yr 5	
each	total	each	total	each	total	each	total	each	total
22.00	1,056.00	22.65	1,087.20	23.35	1,120.80	24.00	1,152.00	24.75	1,188.00
22.00	528.00	22.65	543.60	23.35	560.40	24.00	576.00	24.75	594.00
12.00	192.00	12.40	198.40	12.80	204.80	13.20	211.20	13.60	217.60
22.00	352.00	22.65	362.40	23.35	373.60	24.00	384.00	24.75	396.00
22.00	1,056.00	22.65	1,087.20	23.35	1,120.80	24.00	1,152.00	24.75	1,188.00
12.00	1,344.00	12.40	1,388.80	12.80	1,433.60	13.20	1,478.40	13.60	1,523.20
12.00	576.00	12.40	595.20	12.80	614.40	13.20	633.60	13.60	652.80
22.00	352.00	22.65	362.40	23.35	373.60	24.00	384.00	24.75	396.00
22.00	1,584.00	22.65	1,630.80	23.35	1,681.20	24.00	1,728.00	24.75	1,782.00
22.00	352.00	22.65	362.40	23.35	373.60	24.00	384.00	24.75	396.00
22.00	352.00	22.65	362.40	23.35	373.60	24.00	384.00	24.75	396.00
	7,744.00		7,980.80		8,230.40		8,467.20		8,729.60
	92,928.00		95,769.60		98,764.80		101,606.40		104,755.20
	11,808.24		2,841.60		2,995.20		2,841.60		3,148.80

574,943.76

7E. Big, Bright Light Show Media Opportunity – Kristi Trevarrow

Kristi will provide a report on a unique opportunity for The Big, Bright Light Show.

7F. Acceptance of Resignation – Chairman Mark Albrecht

Please see attached letter from Chairman Albrecht.



Mayor Stuart Bikson
Rochester City Hall
400 Sixth Street
Rochester, MI 48307

January 3, 2020

Dear Honorable Mayor Bikson,

This letter is to officially confirm and communicate what I publically announced at the December 11th Rochester Downtown Development Authority (DDA) meeting. I am resigning my position as Chair of the Downtown Development Authority, effective at the DDA regular meeting and 2020 Goals & Objectives session on January 15, 2020.

With my election to Rochester City Council and the various committees I will be involved with, I do not have the time to adequately serve and continue in the DDA Chair position. I have greatly enjoyed my 8+ years on the DDA and all that Kristi and her team, with the support of the DDA Board have accomplished. The last 4 years were significant in the increased percent of revenue that is now dedicated to capital and investment in the DDA district. I look forward to a continued positive relationship between the DDA, City Council and Administration in the years ahead.

I am confident that the Board will elect a solid replacement for me at the January 15th meeting and that you will add a talented Board Member to maximize the diverse talents we currently have and fill the vacancy that my resignation has created.

Thank you.

Mark J. Albrecht

Mark J. Albrecht
Rochester City Council Member
Chair – Rochester DDA

Cc: Blaine Wing
Nik Banda
Kristi Trevarrow
Lee Ann O'Connor

7G. Election of New DDA Chairman – Mayor Stuart Bikson

Mayor Bikson will call for nominations for the position of DDA Chairman.

8A. Executive Director Update

Rochester High School Small Business Pop-Up Market Program

We hosted the Pop-Up Market at the Holiday Farmers' Market on December 12 with the students creating 12 different products from candles and cupcakes to stickers and wearables. Based on the success of the program and the enthusiasm of the students, we will be continuing the program in the Winter Semester.

Vacation Schedule

I will be on vacation February 17-20. All packet materials will be distributed in advance of the meeting and Nik will attend on my behalf.



Rochester DDA Board Meeting
January 10, 2020
Events Coordinator Report

Upcoming Events

- **Fire & Ice Fest** January 17 -19 – We're just a few days away from the Fire & Ice Festival. The businesses have sponsored over 50 sculptures for the weekend, this year's theme is 'On Vacation'. This includes 2 live carving demonstrations that will take place Friday and Sunday. A Collegiate Ice Carving Competition which will take place Saturday for its fourth year now. Fieldstone Winery & Hard Cider, Holy Cannoli's, Mystic Kettle, Nothing Bundt Cakes, O'Connor's Public House, Rochester Mills Beer Co., The Little Donut Factory and U.P. Pasties are participating in the Tastefest Tent. In addition to the food tent there will be a four food trucks. Buffalo Wild Wings is the Shuttle Sponsor for the event which will allow people to park at their Rochester Hills location take the shuttle in to Downtown Rochester. The majority of events will take place on E. Second St, between Mills St. and Elizabeth. Due to warm weather activities have been adjusted and include, the TasteFest Tent, food trucks, hayrides, face painting, tubing hill, corn hole and the collegiate ice carving competition. Other activities include The Lions warming tent with marshmallow roasting E. Third & Main, carriage rides, and of course fireworks on Friday & Saturday night.



- **Deck Art 2020** Registration begins early February. Downtown Rochester is calling all artists: Elementary School, Middle School, High School, College, and Adult to participate in downtown Rochester's Seventh Annual Skateboard Art Competition & Exhibition: Deck Art 2020. Artists are asked to provide their unique work on a blank skateboard deck. Winning pieces will be picked in each category by a panel of judges, and prizes will be awarded. Deck Art is scheduled for May 14 & 15 South Street Skateshop will once again spearhead registration and deck distribution. All other event details will be organized by the PSD. Eblasts will be sent to previous participants and a press release will be sent out to the media by the end of the month.

DOWNTOWN DEVELOPMENT AUTHORITY BOARD MEETING
January 2020
Marketing Coordinator Update

PROMOTION

Farmers' Market: The Holiday Farmers' Market continued on Thursday evenings this year! We saw many dedicated market customers and newcomers alike. This year we made a point to run a promotion or program each week such as, food drive collection, gift card giveaways, tote bag giveaways, a cooking demo, collaboration with Rochester High for a small business pop-up market and lastly, visit with Santa. We look forward to planning for the 2020 season.

Long time Market Master, Sandy Kondos has retired from her market position. Sandy worked with us 12 dedicated years and will be surely missed by vendors for her knowledge and compassion. Sandy is excited to enjoy traveling more with her husband and enjoying a cup of coffee on her Saturday morning during May – October. The search for a new Market Master will begin in February.

Marketing Kits:

Spring marketing kits will be mailed out to merchants in early February. Which will include the opportunity to sign up for Deck Art, Farmers' Market participation and our Spring/ Summer issue of In Town.

Business Directory: New 2020 business directories will be produced and printed in early February. Keep your eye out for the latest issue!

User: mmoriwaki

DB: Rochester

PERIOD ENDING 12/31/2019

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2019-20 AMENDED BUDGET	YTD BALANCE 12/31/2019	ACTIVITY FOR MONTH 12/31/2019	AVAILABLE BALANCE	% BDGT USED
Fund Group <None>						
Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY						
Revenues						
Dept 000.000 - GENERAL LEDGER						
494-000.000-402.000	CURRENT PROPERTY TAXES	1,480,841.00	1,555,131.84	18,112.08	(74,290.84)	105.02
494-000.000-573.000	LOCAL COMMUNITY STABILIZATION	53,590.00	0.00	0.00	53,590.00	0.00
494-000.000-626.000	DDA BUSINESS DEVELOPMENT	4,500.00	8,426.00	3,351.00	(3,926.00)	187.24
494-000.000-665.000	INCOME ON INVESTMENTS	20,000.00	0.00	0.00	20,000.00	0.00
494-000.000-665.072	INTEREST -MICHIGAN CLASS	0.00	10,001.15	0.00	(10,001.15)	100.00
494-000.000-671.016	DONOR WALL DONATIONS	0.00	6,000.00	0.00	(6,000.00)	100.00
494-000.000-676.000	ADMINISTRATIVE CROSS CHARGE	41,928.00	17,470.00	0.00	24,458.00	41.67
494-000.000-692.000	MISCELLANEOUS INCOME	1,000.00	1,388.00	0.00	(388.00)	138.80
Total Dept 000.000 - GENERAL LEDGER		1,601,859.00	1,598,416.99	21,463.08	3,442.01	99.79
TOTAL REVENUES		1,601,859.00	1,598,416.99	21,463.08	3,442.01	99.79
Expenditures						
Dept 752.000 - BIG BRIGHT LIGHTSHOW						
494-752.000-805.000	CONTRACTUAL SERVICES	150,000.00	150,000.00	0.00	0.00	100.00
Total Dept 752.000 - BIG BRIGHT LIGHTSHOW		150,000.00	150,000.00	0.00	0.00	100.00
Dept 896.000 - DOWNTOWN DEVELOPMENT AUTHORIT						
494-896.000-701.000	SUPERVISOR SALARIES	69,955.00	34,594.33	5,765.72	35,360.67	49.45
494-896.000-701.001	EMPLOYEE WAGES	5,000.00	0.00	0.00	5,000.00	0.00
494-896.000-710.101	LONGEVITY	1,400.00	700.00	700.00	700.00	50.00
494-896.000-715.000	FICA	5,352.00	2,778.50	570.70	2,573.50	51.92
494-896.000-716.000	HOSPITALIZATION	21,533.00	6,916.82	1,647.01	14,616.18	32.12
494-896.000-716.004	HOSPITALIZATION -HSA FUNDING	6,000.00	0.00	0.00	6,000.00	0.00
494-896.000-717.000	EMPLOYEE LIFE INSURANCE	512.00	219.21	(0.51)	292.79	42.81
494-896.000-718.000	RETIREMENT CONTRIBUTION	19,553.00	8,147.10	1,629.42	11,405.90	41.67
494-896.000-718.002	EMPLOYER RETIREMENT CONTRIBUT	675.00	0.00	0.00	675.00	0.00
494-896.000-719.000	DENTAL/OPTICAL	0.00	113.76	113.76	(113.76)	100.00
494-896.000-721.000	UNEMPLOYMENT COMP. INSURANCE	16.00	1.18	0.00	14.82	7.38
494-896.000-728.000	POSTAGE	3,072.00	440.00	0.00	2,632.00	14.32
494-896.000-729.000	PRINTING & OFFICE SUPPLIES	12,288.00	10,043.51	2,577.21	2,244.49	81.73
494-896.000-757.000	OPERATING SUPPLIES	1,024.00	1,873.55	0.00	(849.55)	182.96
494-896.000-801.000	ADMINISTRATIVE CROSS CHARGE	75,164.00	31,318.35	0.00	43,845.65	41.67
494-896.000-803.000	LEGAL SERVICES	2,048.00	400.00	100.00	1,648.00	19.53
494-896.000-804.000	AUDITING	3,024.00	2,525.00	2,525.00	499.00	83.50
494-896.000-805.008	CONTRACT SVCS - ORG. COMMITTE	68.00	0.00	0.00	68.00	0.00
494-896.000-805.009	CONTRACT SVCS - BUS. DEV COMM	10,240.00	10,316.19	2,638.44	(76.19)	100.74
494-896.000-805.010	CONTRACT SVCS - D.P.W.	10,240.00	3,318.65	0.00	6,921.35	32.41
494-896.000-805.011	CONTRACT SVCS - MAINTENANCE	0.00	1,233.00	0.00	(1,233.00)	100.00
494-896.000-805.027	CABLE CASTING	4,096.00	1,300.00	0.00	2,796.00	31.74
494-896.000-805.030	CONTRACT SVCS - DUMPSTERS	108,000.00	44,444.89	0.00	63,555.11	41.15
494-896.000-805.034	CONTRACT SVCS - SIDEWALK SNOW	10,240.00	0.00	0.00	10,240.00	0.00
494-896.000-805.703	CONTRACT SVCS - EMPLOYMENT	1,741.00	560.00	0.00	1,181.00	32.17
494-896.000-850.000	TELECOMMUNICATIONS	5,032.00	1,803.38	360.76	3,228.62	35.84
494-896.000-850.001	TELEPHONE LEASE	614.00	165.80	0.00	448.20	27.00
494-896.000-860.000	COMPUTER RENTAL	2,009.00	502.25	0.00	1,506.75	25.00
494-896.000-861.002	EQUIPMENT LEASE - COPY MACHIN	16,384.00	6,556.51	1,167.07	9,827.49	40.02

PERIOD ENDING 12/31/2019

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Fund Group <None>						
Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY						
Expenditures						
494-896.000-863.001	PROFESSIONAL DEVELOPMENT	768.00	0.00	0.00	768.00	0.00
494-896.000-863.002	TRAVEL	1,536.00	0.00	0.00	1,536.00	0.00
494-896.000-864.000	LOCAL MILEAGE ALLOWANCE	1,064.00	0.00	0.00	1,064.00	0.00
494-896.000-883.000	COMMUNITY AFFAIRS- EXTERNAL	3,451.00	1,255.46	79.17	2,195.54	36.38
494-896.000-912.000	GENERAL INSURANCE	15,101.00	0.00	0.00	15,101.00	0.00
494-896.000-921.000	LIGHT & POWER	35,840.00	15,067.71	3,266.46	20,772.29	42.04
494-896.000-922.000	HEAT-BUILDING	585.00	159.68	36.40	425.32	27.30
494-896.000-931.000	MAINTENANCE & REPAIRS - EQUIP	512.00	317.08	0.00	194.92	61.93
494-896.000-940.000	RENTAL OF LAND	24,576.00	11,985.00	1,997.50	12,591.00	48.77
494-896.000-957.000	DUES & SUBSCRIPTIONS	1,638.00	650.00	275.00	988.00	39.68
494-896.000-964.002	REFUND-TAX ALLOCATION	512.00	0.00	0.00	512.00	0.00
Total Dept 896.000 - DOWNTOWN DEVELOPMENT AUTHORIT		480,863.00	199,706.91	25,449.11	281,156.09	41.53
Dept 900.000 - CAPITAL CONTROL						
494-900.000-974.019	CAPITAL ASSETS - MAINT & MINO	144,681.00	84,962.05	12,737.93	59,718.95	58.72
494-900.000-974.121	SIDEWALK RECONSTRUCTION	30,720.00	0.00	0.00	30,720.00	0.00
494-900.000-974.210	STREET LIGHTING REPLACEMENT	250,000.00	0.00	0.00	250,000.00	0.00
494-900.000-974.260	YEAR-ROUND FARMERS MARKET	250,000.00	0.00	0.00	250,000.00	0.00
494-900.000-989.000	UNALLOCATED	2,500.00	0.00	0.00	2,500.00	0.00
Total Dept 900.000 - CAPITAL CONTROL		677,901.00	84,962.05	12,737.93	592,938.95	12.53
Dept 965.000 - APPROPRIATIONS TO OTHER FUNDS						
494-965.000-999.203	TRANS TO MVH LOCAL STREET FUN	225,000.00	0.00	0.00	225,000.00	0.00
494-965.000-999.516	TRANS TO AUTO PARKING FUND	50,000.00	0.00	0.00	50,000.00	0.00
Total Dept 965.000 - APPROPRIATIONS TO OTHER FUNDS		275,000.00	0.00	0.00	275,000.00	0.00
TOTAL EXPENDITURES		1,583,764.00	434,668.96	38,187.04	1,149,095.04	27.45
Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY:						
TOTAL REVENUES		1,601,859.00	1,598,416.99	21,463.08	3,442.01	99.79
TOTAL EXPENDITURES		1,583,764.00	434,668.96	38,187.04	1,149,095.04	27.45
NET OF REVENUES & EXPENDITURES		18,095.00	1,163,748.03	(16,723.96)	(1,145,653.03)	6,431.32
Fund Group <None>:						
TOTAL REVENUES		2,320,005.00	2,203,754.66	66,734.75	116,250.34	94.99
TOTAL EXPENDITURES		2,299,943.00	687,032.36	94,412.95	1,612,910.64	29.87
NET OF REVENUES & EXPENDITURES		20,062.00	1,516,722.30	(27,678.20)	(1,496,660.30)	7,560.17
TOTAL REVENUES - ALL FUNDS		2,320,005.00	2,203,754.66	66,734.75	116,250.34	94.99

PERIOD ENDING 12/31/2019

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TOTAL EXPENDITURES - ALL FUNDS		2,299,943.00	687,032.36	94,412.95	1,612,910.64	29.87
NET OF REVENUES & EXPENDITURES		20,062.00	1,516,722.30	(27,678.20)	(1,496,660.30)	7,560.17