





asked to add Snow Removal which she will work on for January. Her desire is to have pricing locked in for three years.

Motion: To approve moving forward with posting the RFQ's as presented.

Motion by: Lee

Second by: Osebold

All ayes

Nayes: none

No further discussion.

Motion passes 6-0

b. Visitor Guide Brochures

In an effort to help visitors navigate downtown better, especially with finding public parking, a Visitor's Guide Brochure has been designed. The board gave some suggestions and overall sentiment was it is a good marketing asset.

Motion: To approve the Visitor's Guide with edits, printing with Jordano Graphics in an amount not to exceed \$1,000.

Motion by: Murdock

Second by: Hutnick

All ayes

Nayes: none

No further discussion.

Motion passes 6-0

c. New Business Spotlight

Discussion of whether to have a permanent item added to the Agenda for Business Spotlight. The board agreed that we can use the Public Remarks section for this purpose.

d. CBD Dumpster Coral Project

The board discussed the need to clean up downtown and allow for businesses to better adhere to our ordinances. This is a good way for the DDA and Village to work together to solve a problem.

Motion: To proceed with discovery work and RFP for consultant and design plans for the Dumpster Coral Project.

Motion by: Lee

Second by: Murdock

All ayes  
Nayes: none  
No further discussion.  
Motion passes 6-0

e. Annual Review - Executive Director

Chairperson Osebold presented the topic of an annual review for the Executive Director for discussion. She mentioned that recent conversations at the MDA conference indicated that most downtowns have the Chairperson complete the review with input of the board. Lee opposed the idea and leaned on that there is an employment committee and it has been done that way in the past. Osebold mentioned that the employment committee did its job in finding the Executive Director but that the chairperson alone should be able to complete the annual review with input from the board. Lee advised that the committee should be closed then if not needed.

Motion: To proceed with an annual review for the Executive Director by the Employment Committee.

Motion by: Murdock

Second by: Poznanski

All ayes  
Nayes: none  
No further discussion.  
Motion passes 6-0

2. Unfinished Business

a. Holiday Lighting Installation

Has been completed.

b. Wayfinding and Attraction Strategy

Waiting on two additional sign quotes and development of a fee schedule in order to submit grant applications to SEMCOG and MDOT.

c. Multi-modal Streetscape conceptual planning services

In the process of scheduling the Town Hall meeting for early 2026. The board discussed and tried to find a good date. Suggestion to use the Masonic Lodge as a site.

d. Committee update - Bylaws, Policies and Procedures

The first meeting is scheduled for January 14th.

3. Public Forum\*

Approved

4. Executive Director report
5. Board Member comments

**Stephens** - None.

**Murdock** - None.

**Hutnick** - Thanked Donna at Old World Nouveau again for organizing such a great event for downtown. "The Holiday lights look amazing" and thanked Pochert for her work. She complimented Murdock on her homemade cookies. Reminded everyone that she has tags still available from Vera's for the Giving Tree and to please take one if you can.

**Poznanski** - Thanked everyone for their participation in His Table. "It was an excellent meal" to Hutnick of 4 Corners Diner.

**Lee** - None.

**Osebold** - "Ditto" to everything. She reminded everyone that the Goodfellows paper is being delivered soon and the Christmas Home Tour is happening soon. Thanks Hutnick for putting together the meal for His Table. Thanked the public for coming to the meeting and wished everyone a Merry Christmas.

6. Adjournment

Motion: to adjourn the meeting - 8:46 pm

Motion by: Osebold

Second by: Poznanski

All ayes

Nayes: none

No further discussion.

Motion passes 6-0