

Benton Harbor Downtown Development Authority  
20 April 2022 11:30 AM  
Lula Lee Commission Chambers 200 East Main Street  
Regular Meeting Agenda

**Roll Call**

**Approval of the Agenda**

**Vice President/Secretary:**

Jenny Miner will report

**Treasurer:**

Linda Allen will update us on the current finances

**Public Comments**

Please state your name and limit your comments to 3 minutes for each person

**Marketing Promotions/Communications:**

Jon Pugh will give an update on the Domain Names, Benton Harbor Now Website and the community volunteers' engagement

**Michigan Main Streets/ Welcome Center**

Rich Hensel, Jon Pugh

**Brown Fields Authority Update:**

Jerry Edwards

**Community Development News:**

Director Alex Little

**Planning Commission News:**

Rich Hensel will give an update on the work of the BHPC Master Plan effort

Brickman Family Property Donation 148 West Main Street: Rich

**HLC Committee:**

Rich

**Fundraising Committee Update:**

Rich Hensel and Linda Allen will present an update on grants

**Board Comments**

**Adjournment**

Benton Harbor Downtown Development Authority  
Draft Minutes of the meeting March 16, 2022

The Meeting was called to order by Board President Hensel at 11:30 the members were present: Cameron Isom, Bill Stohler, Richard Rabbers, Jerry Edwards, Jon Pugh

Absent: Jenny Miner, Audrey Peeples, Roger Lange, Ron Ferguson, Virgil Hatcher

**VP Secretary:** Jenny Miner was absent due to poor health, so we had no minutes from February. They will be prepared for the April meeting.

**Treasurer:** Linda Allen the bank balance was \$13,607.46 restricted to our new projects. Huntington Bank service fees will be waived and credited back to our account in time for our next meeting

**Public Comments:** No one was present

**Communications Committee:** Chair Jon Pugh gave an update. Volunteers are working on the website with the initial graphics and photography mocked up for Board members to see in April. He is planning to get a domain, and name it in a way people will associate with the Downtown Benton Harbor District. A portion of the Benton Harbor Now Souls Ground website video interview was requested for use in a Whirlpool commercial used to promote the greater community to visitors, and employees.

**Bill Stohler, supported by Richard Rabbers made a motion to pay up to \$200.00 for Chairman Pugh to secure multiple domain names for the website introduced by, motion carried**

**Michigan Main Streets:** Jon Pugh has requested furnishings from Whirlpool and asked for volunteers from the MMS/Welcome Center Committees to help move them and store them for their use in both projects. **A motion to rent the 205 Territorial Road space with funds restricted for that use was introduced by Bill Stohler and supported by Richard Rabbers: Motion Approved**

**BH Visitors Welcome Center Committee:** Jon Pugh's request for furnishings from Whirlpool's Global Design Center rehabilitation project was approved by Whirlpool, and he asked for volunteers from the MMS/Welcome Center Committees to help move them and store them. As an additional gift to the community, Jon was given sofas for Benton Harbor Public Library to help replace some worn out pieces. Richard Rabbers will help deliver them to get the center up and running May 25<sup>th</sup> There will be a display produced by McKenna Associates for distributing information about the Benton Harbor Master Plan included at the welcome center.

**Brown Fields Authority Report:** Jerry Edwards invited BHDDA members to attend the fourth Thursday of the month at 4:00pm

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**Community and Economic Development News:** Director Alex Little was not present

**Planning Commission Report:** Rich Hensel gave a report of the need for BHDDA members to help bring stakeholders to the table as part of the Master Planning effort to begin soon, Jerry Edwards and Jon Pugh will help with identifying Downtown Stakeholders to attend meetings with the consultant to discuss their view of current conditions as a part of the survey work the McKenna group is doing. McKenna will partner with BHDDA to hold a community event on the afternoon of 25<sup>th</sup> May.

**Brickman Gift of 148 West Main Report:** Rich Hensel will contact Tim Passaro for pro bono help with the title work and transaction.

**Holiday Lights Committee:** No report.

**Grant Report:** Rich Hensel gave the report and the funds pledged not but not yet received 2,000 from The Huntington Bank. More funds are being sought from local donors and foundations to make up a shortfall in received funds for MMS, and Visitor's Welcome Center as well as HLC 2023

**Board Comments:** There was a general discussion of the progress on the city's lead pipe removal program and resources for safe water.

Rich Hensel gave a report on the Kitchen Aid SPGA Community Showcase Committee's plans to collaborate with BHDDA to help spur activity in the Arts District and the rest of the Downtown District. The KASPGA will be providing additional shuttle service with extended times to allow visitors to check out restaurants and a concert being planned jointly for Wednesday 25<sup>th</sup> May 6:00-8:00 more details to come.

Meeting adjourned at 1:20 pm with Bill Stohler making the motion and Jerry Edwards supporting motion carried.

Benton Harbor Downtown Development Authority  
Active Committees and Members Spring 2022

Executive: Permanent Advisory

Purpose: The Executive Committee shall be comprised of the President, Vice President, Secretary, and Treasurer of the organization as well as the Executive Director when applicable. The Executive Committee shall have the ability to create and appoint ad hoc committees from time to time to handle specific tasks.

Richard Hensel  
Jenny Miner  
Linda Allen

Other advisory committees shall include:

a. Bylaws/Membership: Permanent Advisory

monitors adherence to bylaws and ordinance, responsible for making recommendations for new members to the Mayor, manages the process for the election of the officers of the organization.

b. Marketing and Promotion/Communications: Permanent Advisory

"Markets the traditional commercial districts assets to customers, potential investors, new businesses, local citizens and visitors"\*

Jon Pugh Chair  
Jenny Miner  
Roger Lange  
Bill Stohler

Michigan Main Streets: Subcommittee\*

Lead and conduct research into the designation of the City Center National Register Historic District, and develop and maintain membership in the Michigan Main Streets Program

Jenny Miner  
Bill Stohler  
Jerry Edwards  
Richard Rabbers

Benton Harbor Welcome Center: Subcommittee\*

Rich Hensel  
Jon Pugh  
Bill Stohler

Benton Harbor Downtown Development Authority  
Active Committees and Members Spring 2022

**Holiday Lights Celebrations: Ad Hoc**

Purpose: To plan and execute the annual installation of the Holiday Lights throughout the City Center neighborhood including Main Street and D.P. Mitchell Park with support from the Public Works Department and also coordinate a community event to celebrate the lighting with the Benton Harbor Public Library

Rich Hensel  
Bill Stohler  
Jenny Miner  
Jerry Edwards

**c. Design: Permanent**

To assist in the enhancement of the physical appearance of buildings and properties in the DDA district by developing sensitive design management systems and long term planning, develop design standards for the district, and ensuring proposed work is consistent with established design standards. Provide any assistance to the building owners so that they can rehabilitate any historic buildings, upgrade their facility, or build new construction. The Design Committee will also be responsible for acting as a liaison between the Authority and City of Benton Harbor's Buildings and Inspections Department with regard to development undertaken within the boundaries of the Authority

**d. Fundraising and Executive Director Search Committee** - The Fundraising and Executive Director Search Committee has a two-fold focus. First, this committee is responsible for the recruitment and hiring of the Authority's Executive Director, with direction from the Authority Board. Second, this committee is responsible for leading fundraising efforts and developing collaborative partnerships for greater fundraising capabilities and capital access.

**General Committee Regulations**

**Section 2: Committee Membership**

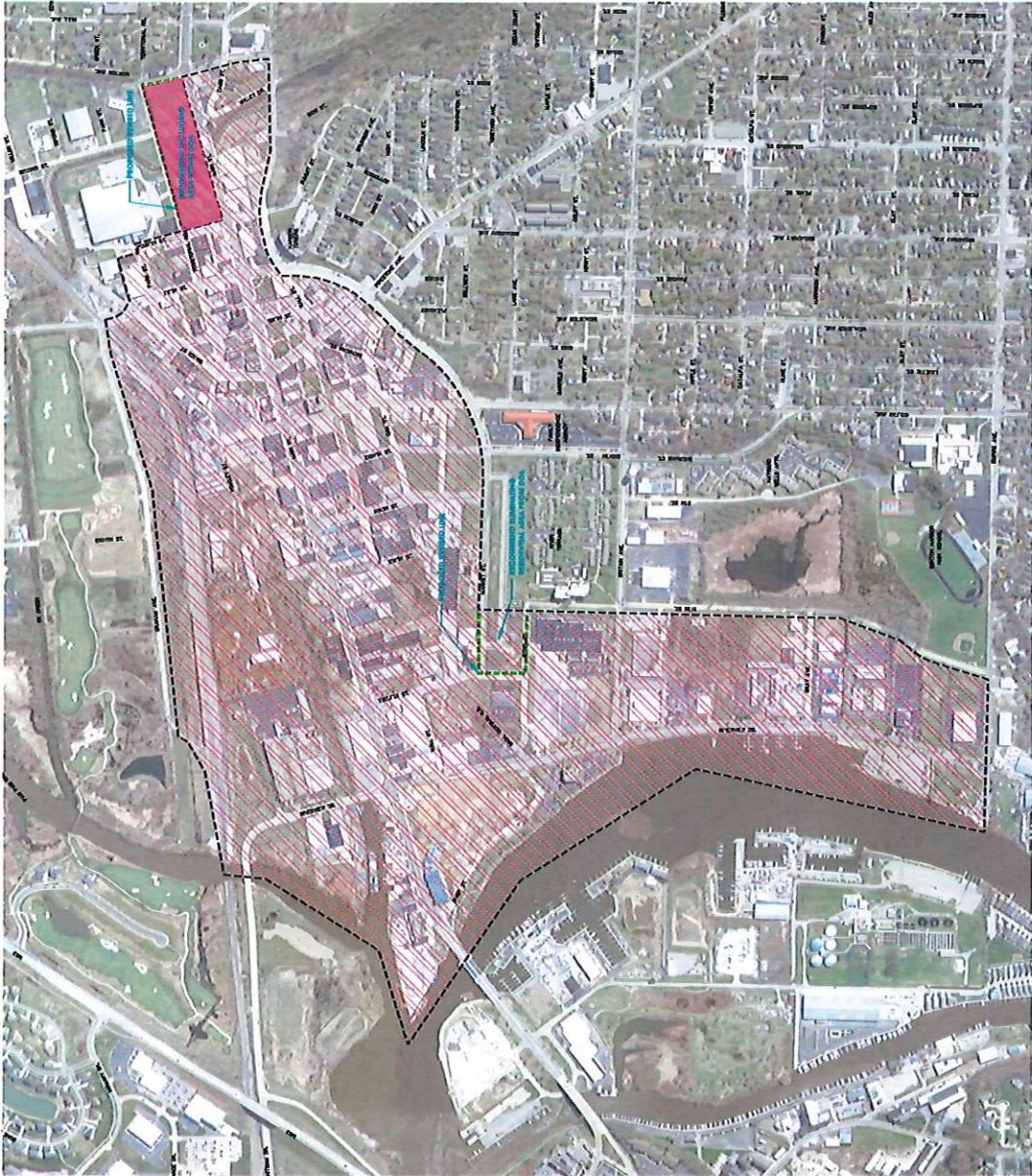
With the exception of the Executive Committee, any other standing advisory or ad hoc committee does not have to be made up exclusively of Board members. A Board member must chair the committee but the balance of the committee may consist of both Board and non-Board members. Approval of non-Board members to committees is subject to approval of the full Board. Each committee chair is responsible for submitting potential committee members to the Board for consideration.

**Section 2: Terms of Office**

Each member of a standing advisory committee shall continue in office until the next annual meeting of the Authority and until a successor is appointed, unless the committee shall be terminated, or unless the member shall be removed by majority vote of the board of directors. Ad hoc committees will be formed as necessary by the Executive Committee and dissolved upon completion of the committee's assigned task.

**Section 3: Chairpersons**

Each advisory committee shall be responsible for selecting a chair from within its membership. The committee chair person must be a member of the Authority's Board of Directors.



CITY OF BENTON HARBOR - OVERALL DDA RECOMMENDED REVISIONS MAP  
DDA BEAUTIFICATION PLAN

