

CITY OF CARO DOWNTOWN DEVELOPMENT AUTHORITY

October 8, 2025 at 12:00 p.m.

Council Chambers

Chairman Randy Whittaker called the DDA meeting to order on October 8, 2025, at 12:02 p.m. in the Council Chambers.

Present: Chairman Randy Whittaker, Thomas Bardwell, Susan Holder, Greg Hollingsworth, Sonya Otremba, Jessica Risky, Kristin Weaver, Bob Wolack, Councilor Charlotte Kish

Absent: Paige Rushlo – DDA Assistant, Greg Hollingsworth, Jessica Risky

Others: Rita Papp – City Clerk

APPROVAL OF AGENDA

Motion by Wolack, seconded by Kish to approve the agenda as presented with additions: Old Business, #2 – Bylaws Committee & Add Board Comments after DDA Assistant Report.

Motion carried.

PUBLIC COMMENT - None

APPROVAL OF MINUTES – September 10, 2025

Motion by Kish, seconded by Weaver to approve the minutes of September 10, 2025 as presented.
Motion carried.

COMMUNICATIONS

1. Tuscola County Human Services Community Expo Flyer

FINANCIAL REPORT – September 2025

Motion by Kish, seconded by Wolack to accept the Financial Report – September 2025 as presented
Motion carried.

NEW BUSINESS

1. November 2026 Meeting

Motion by Otremba, seconded by Weaver to move the November 2026 meeting to November 18, 2026 due to Veterans Day.

Motion carried.

2. Candy Cane Lane Market

Motion by Weaver, seconded by Kish to postpone this matter to the next DDA Meeting.

Motion carried.

OLD BUSINESS

1. DDA Building

- May need to repair a leak in the roof.
- If staying in the building, may have to look at updates and remodeling.
- Chair Whittaker will email board members the copy of the current lease on the building.
- DDA should research grant opportunities for building updates.
- Board members should make a point to visit the DDA Assistant office to look at the building.

Motion by Kish, seconded by Holder to authorize Treasurer Sonya Otremba to investigate the history of the roof and report back to Chair Randy Whittaker.

Motion carried.

2. Bylaw Committee

- Need to schedule a meeting with DDA Assistant.

DDA ASSISTANT REPORT

1. Written report submitted

BOARD COMMENTS

- Susan Holder – Commented on the business at 115 S. State Street with the broken windows. Recommends that DDA should reach out with the façade grant information to the business owner.

Motion by Holder, seconded by Weaver to have the DDA Assistant mail façade grant information to the business owner at 115 S. State Street.

Motion carried.

- Thomas Bardwell – Commented on his concerns with the loud music at the Tuscola County Pumpkin Festival Car Show, banners placed on the light poles were too low, trees downtown losing lots of leaves and creating issues at businesses, no restaurants are open at 7:00 a.m., there are lots of vacant buildings downtown and potentially ask current business/building owners what do they need.
- Councilor Charlotte Kish – Commented on vacant buildings and the need to revitalize downtown by assisting building owners.
- Sonya Otremba – Commented on the difficulty to finding a building for lease or buy in the downtown area.
- Scott Czasak, City Manager – Suggests redoing or updating the DDA Development Plan.

COUNCIL LIAISON REPORT

- Councilor Charlotte Kish reported that council is working on an electronic sign ordinance that is now sent back to the Planning Commission, approved a charitable gaming resolution for Thumb Area Engine and Tractor Association, and Committee of the Whole has been scheduled for October 13, 2025.

ADDITIONAL PUBLIC COMMENT

Mayor Karen Snider – Commented on her appreciation of the discussion on revitalization of the DDA District and discussed the DDA Development Plan process along with explaining the TIF Laws.

Motion by Holder, seconded by Kish to adjourn the meeting at 12:56 p.m.

Motion carried.



Rita Papp, MiPMC
City Clerk

UNAPPROVED