

**RECORD OF
DOWNTOWN DEVELOPMENT AUTHORITY/GRAYLING MAIN STREET
PROCEEDINGS REGULAR MEETING HELD ON THE 17th DAY OF AUGUST 2017
1020 CITY BOULEVARD, GRAYLING, MICHIGAN**

I. Meeting called to order by Chairperson McIsaac at 6:03 P.M.

II. Roll Call

Members Present: Doug Baum, Betty Bennett, Paul Crandall, Stacy McIsaac, Shannon Sorenson.

Members Absent: Timothy Rombach (**PRESENT 6:09 PM**), Thomas Steffen and 2 Vacancies

Also in Attendance: John Iacoangeli-Beckett & Raeder, Joe Borgstrom-Place & Main, Rae Gosling-Grayling Main Street Director, Heather Tait, Erich Podjaske, and Kimberly Murphy, Deputy Clerk

III. Public Comment - None

IV. Approval of Agenda

17-034

Moved by Crandall, seconded by Bennett to approve the agenda as amended:
Add Unfinished Business – Main Street D. Vista Wrap-up, Heather Tait
Ayes: 5, Nays: 0, Abstain: 0, Absent: 2, Vacancies: 2, motion carried.

V. Approval of Consent Agenda

A. DDA/GMS Meeting Minutes for July 20, 2017

17-035

Moved by Bennett, seconded by Sorenson that the Consent Agenda be approved as presented:
Ayes: 5, Nays: 0, Abstain: 0, Absent: 2, Vacancies: 2, motion carried.

VI. Treasurer Report

A. Revenue/Expenditure Report thru July 2017

Sorenson questioned a couple of duplicate journal entries from the prior rev/exp report that Clerk Lisa Johnson stated she would correct. Sorenson inquired to Main

Street Director Gosling on the \$20.00 donation, Gosling stated it was T-Shirt Sales a while ago that they had forgotten to give us that was sitting in their register.

17-036

Moved by Sorenson, seconded by Bennett that the Treasurer's report be accepted as presented:

Ayes: 6, Nays: 0, Abstain: 0, Absent: 1, Vacancies: 2, motion carried.

VII. City Manager Report

The City Manager stated he had nothing new and asked the board if they had any questions, he said the pedestrian bridge over I-75 is moving along and ahead of schedule.

VIII. Main Street Manager Report

BY THE NUMBERS:

Donations collected - \$0

Volunteer Hours - 183

Façade improvement recorded - 0

Building Rehabilitation/improvements interior - 0

Building Sold - 0

Businesses closed - 0

Businesses Opened- 1, Southern Roots Salon and Spa

Training attended - 1, AmeriCorps VAD training

Events hosted - 4, Main Street Monday (1), Main Street in the Museum (3)

Accreditation Criteria -

- 1) Broad-based community support - We continue to build support through the weekly column, Main Street in the Museum, and Main Street Monday events. In July, we had three volunteers cover the museum, with continued interest. We have continued Main Street Monday, with not much success, and should evaluate the value of continuing.
- 2) Developed mission and vision statements - Mission and Vision statements are documented.
- 3) Comprehensive work plan - Work plans were approved in the May Board Meeting; a comprehensive compilation of the work plans is available.
- 4) Historic Preservation ethic - Main Street is in the Museum on Thursdays. Design committee has recently been engaged in researching Design Standards that will emphasize a historic preservation ethic in rehabilitation and new construction in the downtown area.
- 5) Active Board and Committees - July is a very busy month in our community, but most meetings were still held and Main Street activities and participation was observed. In my opinion, the board participation

has increased in recent months, unfortunately committee activity is lacking for both promotions and organization committees.

- 6) Adequate operating budget – There is still an ongoing discussion regarding TIF districts and special assessments for the district with technical assistance consultants provided by Project Rising Tide. Meetings in May, and June, were working toward actualizing that. Progress is being made. This criterion is an element of the incoming VISTAs VAD (VISTA Assignment Description).
- 7) Paid professional program manager –I am still employed as the program director.
- 8) Ongoing training – I participated in one training in July as an AmeriCorps/VISTA requirement.
- 9) Report key statistics – Reported monthly statistics, 8/10/17
- 10) Member of National Trust Main Street Network – membership renewed 3/20/17

IX. Unfinished Business - DDA

A. DDA Plan Update

John Iacoangeli with Beckett & Raeder and Joe Borgstrom from Place & Main Advisors, LLC thanked the board for allowing them to present to the board a power point presentation that was also presented to the Grayling City Council a couple of months ago. He went over a Downtown Revitalization Plan for the City of Grayling and the DDA/Grayling Main Street. He went over a strategy for revitalization and redevelopment. He also went over a timeline for a development plan including a TIF and explained how it worked and the what the benefits would be, they said now would be a good time to consider a TIF before all the development gets going. They also went over establishing a Principal Shopping District which would give more spending flexibility and also reduce the obligation for the City to the DDA/GMS.

X. New Business - DDA

A. TIF Committee

The board discussed setting up a TIF Committee; Chairperson McIsaac appointed Becky Robinson, Tim Rombach, Paul Crandall and Shannon Sorenson to be on this committee.

B. Seasonal times for board meetings

McIsaac stated her store stays open till 6:30 PM all summer long and was wondering if the board could do seasonal start times. Start at 6:00 in the fall, winter and spring and later in the summer. The consensus of the board was to discuss this further when they approve the meeting schedule for 2018 at one of their upcoming meetings.

C. LCC Permit – Paddle Battle

17-037

Moved by Baum, seconded by Rombach to accept the Application for Special License permit for the Paddle Battle on August 26, 2017 as presented:
Ayes: 6, Nays: 0, Abstain: 0, Absent: 1, Vacancies: 2, motion carried.

XI. Unfinished Business – Main Street

A. Project Rising Tide Strategies

- 1. Dated Downtown Businesses – Gosling stated that full on design services are for Thanks a latte and Suchey's. Consultations services will be for AuSable Title, the Brickery and Grayling Restaurant. McIsaac informed Gosling that she might want to get with Linda at the Brickery to see if she still wanted the services.**
- 2. Branding & Marketing – Nothing to report**
- 3. Lack of access to Capital – Sorenson wants a little more detail to go into the packets; she sent an email out to Stacy Huber.**

B. Employee Manual changes approval

Baum noted a few changes;

Page 5, under Work Related Injuries, notification should read report to the City within 24 hours not 7 working days; Page 8, under City Documents/emails, add verbiage to follow the retention per State of Michigan Law regarding documents and emails; also under Business Travel, last sentence should read, all receipts will be attached and signed or no reimbursement shall be made.

He also wanted this to be sent to the City Attorney for review.

17-038

Moved by Sorenson, seconded by Rombach to accept the Employee Manual with the above noted changes and send to the City Attorney for review:

Ayes: 6, Nays: 0, Abstain: 0, Absent: 1, Vacancies: 2, motion carried.

Rombach will forward a copy with the changes to Deputy Clerk Murphy to forward on to the City Attorney for review.

C. Accreditation Update

Gosling went over in her Manager's report. Next meeting is scheduled for October 11, 2017 here in the Council Chambers at 5:00 PM

D. Vista update – Wrap-up

Heather Tait thanked the board for their wonderful support. She stated it was a wonderful opportunity to work with Main Street. If anyone would like a copy of her more in-depth report that she will submit to AmeriCorps she would be happy to share it with them, reach out to her via email at tait1ha@gmail.com.

XII. New Business – Main Street - None**XIII. Committee Reports**

Organization – Rae said they had no meeting

Design – Rae stated they talked about Design Services. Very efficient.

Promotion – Rae said they talked about Paddle Battle

Economic Vitality – At their last meeting the PRT Committee gave brief updates on stuff they were working on, McIsaac stated that she told the PRT Committee because we were graduating the PRT Committee is now part of the EV Committee.

XIV. Community Meetings Update

CCEDP/Tom – The board would like Gosling to attend. Erich Podjaske stated because not many people showed up they gave a brief update on some stuff they were working on including a visioning session for businesses and residents on 4-mile road for developing that area.

Missing Middle/Stacy – Working on a summit package that will encompass the 8 counties surrounding Grayling including the Traverse City region, they will invite Developers, Bankers and Realtors from these areas.

Blight/Stacy – Meeting next Tuesday, 2nd draft ready to go with an addition of adding something about pulling permits for project vehicles (which wouldn't need to be licensed and plated)

Camp Grayling/Stacy – Did not meet

Northern Market/Rae, Stacy – Rae questioned whether or not she was supposed to report on this, she did say that Doug Paulus asked for us to have a collaboration with us as the downtown and them as the market so we could be on the same page and communicate the same message to be able to work together. Meetings are the 3rd Thursday and Rombach stated he would volunteer to go to these meetings. The next one is scheduled for next Tuesday at 10:00 here at the City. Consensus of the board was to have Rae continue to meet with Doug Paulus and have Rombach attend these meetings.

4 Mile Businesses/Tom – Erich stated that Tom Quinn said they are doubling in their size. They got their 501C3 approved and Erich told him about 4 Mile Rd's visioning session.

Golf Course/Paul – Paul asked Erich Podjaske to give the latest update, Erich stated that Kristy from John's office attended the board's small meeting and presented them with the 3 designs they came up with. A board member contacted Erich this week and asked if he would speak at their large board meeting in September, Erich said he spoke with Kristy and she would go with him. Erich will keep Paul posted on any upcoming meetings.

Grayling Township/Shannon – No meeting

Rae has been approached by GPA on why nobody goes to their meetings from Main Street; Crandall asked if Betty could be our ambassador since she already attends these meetings. Betty asked if Rae got the minutes because the minutes keep you up to date on what's happening. Betty said they liked having Rae's presence there to help make people aware of Main Street and they liked Rae's presentation. Betty feels every other week would be good, Stacy felt that if Rae and Stacy took turns that would be fine.

XV. Public Comment - None

XVI. Member Comments

Rombach – Appreciated the refresh this week.

Sorenson – She stated that when they were working on the Employee Manual, she realized we have no contract with Rae; the previous Manager's had contracts. She feels that to be able to give Rae any additional perks or benefits we may need to think about doing a contract. Rombach stated it was his understanding that the employee manual is just that and if we wanted to do anything above and beyond that we could come to the board and vote on that. Baum stated if the board wanted to give a raise or any additional benefits we can vote on it and give a letter to Human Resources. The benefit to having a contract would be; it would take Rae's position from an at will position to a just cause position which then would give the employee some additional security. He said these are things this board needs to consider.

XVII. Correspondence - None

XVIII. Adjournment

17-039

Moved by Crandall, seconded by Rombach to adjourn the meeting:
Ayes: 6, Nays: 0, Abstain: 0, Absent: 1, Vacancies: 2, motion carried.

Chairperson McIsaac adjourned the meeting at 8:01 PM.

Kimberly Murphy
Deputy Clerk