

**RECORD OF  
DOWNTOWN DEVELOPMENT AUTHORITY/GRAYLING MAIN STREET  
PROCEEDINGS REGULAR MEETING HELD ON THE 14<sup>th</sup> DAY OF  
DECEMBER 2017  
1020 CITY BOULEVARD, GRAYLING, MICHIGAN**

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**I.** Meeting called to order by Vice-Chairperson Rombach at 6:17 P.M.

**II. Roll Call**

Members Present: Betty Bennett, Tim Chilcote, Paul Crandall (via phone), Erich Podjaske, Timothy Rombach and Thomas Steffen,

Members Absent: Shawn Abraham, Doug Baum and 1 vacancy

Also in Attendance: Rae Gosling and Kimberly Murphy

**III. Public Comment - None**

**IV. Approval of Agenda**

**17-060**

Moved by Crandall, seconded by Bennett to approve the agenda as amended:  
Change New Business – DDA E. Work Session Meeting  
Ayes: 6, Nays: 0, Abstain: 0, Absent: 2, Vacancies: 1, motion carried.

**V. Approval of Consent Agenda**

A. DDA GMS Meeting Minutes for November 16, 2017

**17-061**

Moved by Bennett, seconded by Podjaske that the Meeting Minutes for November 16, 2017 be approved as presented:  
Ayes: 6, Nays: 0, Abstain: 0, Absent: 2, Vacancies: 1, motion carried.

**VI. Treasurer Report**

**A.** Revenue/Expenditure Report thru November 2017

Christmas Walk – Net revenue **-\$934.40**

No additional donor income for the month of November.  
Received payment on 2 outstanding ankle sock invoices, for \$472.00.

There was one late invoice received for Harvest Fest, \$300 invoice from Twister Joe. Changing the previous net revenue of \$419.13 to \$119.13.

Christmas Lights – We have an annual contract for Christmas Lights throughout the community. The contracted amount is \$3,660 annually. Traditionally the City has contributed \$3,600, for the lights contract and electricity. In 2016, electricity costs \$509. At a minimum there is a \$569 deficit between available money and actual expenses, for this year. Although, the budget was built on a revenue of \$1,650 for lights, in an effort to prepare for an increase in the display for future years. There has been no revenue generation for this line item. This has been discussed with the new Design chairperson, Tom Steffen.

Contracted Services adjustment – We will need to make an adjustment to the Contracted Services line. We usually only have the Tyler Technologies annual fee, but due to employee handbook review we are incurring additional expenses from the City attorney. I recommend postponing any amendments until we have seen the final bill and make one adjustment at that time.

“Live” look at our budget: If we do not bring in any additional funds, and only expend the bare minimum to continue functioning, we will have a fund balance of approximately \$1,500 at the end of the fiscal year.

Reminder - Now is the time to be constructing our annual letter and ask. There was a decline in donor contributions from the previous year. I recommend sending the annual review and ask before the end of the year, and having better following up with recipients. Rae stated she has received no feedback from the email you sent out regarding the annual letter, Rombach wanted her to verify our Mission and Vision Statement.

Reminder - National Conference is just around the corner. Rae stated a decision of who is going needs to be determined, the board decided to register 3, Tom Erica and Rae, Tom stated if somebody else wants to go they can have his spot.

Anticipated training budget needs:

Quarterly Training, May(ish) 2018 - \$400

Remaining VISTA trainings - \$600

CEDAM Rural Conference - \$350

Approximate budget left for National - \$4,500

As Doug pointed out last meeting, we have to bring money in to spend it, and we are not doing a great job of that. We should be cautious with spending.

**17-062**

Moved by Steffen, seconded by Crandall that the Treasurer’s report be approved as presented:

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

**VII. City Manager Report – Not present**

**VIII. Main Street Manager Report**

**A. Manager’s Report**

By the Numbers:

Donations collected - \$0  
Volunteer Hours – 95, plus 350 reported for Christmas Walk activities over several months  
Façade improvement recorded – 0  
Building Rehabilitation/improvements interior – 0  
Building Sold – 0  
Businesses closed – 0  
Businesses Opened- 0  
Training attended – 1  
Events hosted – 1

Accreditation Criteria -

- 1) Broad-based community support – November drew more attention to the program as we experienced some shifting on the Board, as well as attention from the newspaper column regarding parking. While not great community engagement it was community engagement and a step toward re-building the support needed to function. We also hosted the 40<sup>th</sup> Annual Christmas Walk.
- 2) Developed mission and vision statements – Mission and Vision statements are documented.
- 3) Comprehensive work plan – Acting Chairperson Tim R worked to cultivate a recent volunteer recruit to assist with work plan assessment and revisions. We have scheduled the final phase of Refresh with Michigan Main Street to align our current programming with our goals, and identify an implementation strategy.
- 4) Historic Preservation ethic – 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 – November was a poor month for committees, GREAT month for the Board. There were no Promotions, Design, or Organization meetings. With the resignation of the Design chair, no committees had chairpersons at the start of the month. In the later part of the month, at the Board work session, Doug Baum submitted to chairing Org and Promo as a combined committee during restructuring, Erich Podjaske accepted an official role as the EV chairperson, and Tom Steffen volunteered to temporarily chair Design committee.
- 6) Adequate operating budget – There is an ongoing discussion regarding TIF districts and special assessments for the district, as well as district expansion. Progress is being made. This criterion is an element of the current VISTAs VAD (VISTA Assignment Description). Additional suggestions for revenue generation have gained momentum, including co-operative purchasing and property management opportunities.
- 7) Paid professional program manager – I am still employed as the program director.
- 8) Ongoing training – I attended 2 days of training in the month of November.
- 9) Report key statistics – Reported monthly statistics, 12/8/17, elements of annual reporting were completed in November.
- 10) Member of National Trust Main Street Network – membership renewed 3/20/17

## **B. Grant Opportunities and Status**

Rae spoke about CEDAM funding sources and explained that we need to know what the projects are so we know what we need funding for.

**IX. Unfinished Business - DDA**

**A. DDA Plan Update**

**17-63**

Moved by Steffen, seconded by Podjaske to accept the Downtown Revitalization Plan as replacement of the DDA Plan as presented:

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

**B. TIF Committee Update**

Rombach stated that the City Council did not review the expansion map. He would like to put something in the paper advising the public of our intentions of a TIF or Special Assessment. He stated that more Communities are doing Special Assessments from what he gathered at his conference. He feels we need a lot more community engagement, he would like to hold a public meeting and invite every business in the DDA District. Table for now and send back to committee.

**C. DDA/GMS Inclusion Strategy**

Incorporated into Work Session/MMS Goals.

**D. Procedural Issues & Board Commitment**

Remove Board Commitment and table Procedural Issues for now

**E. Support Letters**

Table for now, Erica did some work on the support letters, Rombach will send out to the board.

**F. Purchase & Acquisition Work Plan**

This is like a purchasing co-op to establish capital, this could offer substantial discounts on energy, electric, gas, supplies. Would like to include this in the support letter that is going out. The board will invite Heather Crandall to speak to the board regarding this. Table for now.

**X. New Business - DDA**

**A. Per Diems for trainings**

Table for now.

**B. Paul Crandall Resignation**

**17-064**

Moved by Steffen, seconded by Bennett to **not** accept Paul Crandall's resignation at this time;

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

Crandall stated he would try to attend as many meetings as possible if not he would definitely attend via telephone if possible.

**C. Nominate Chairpersons**

Steffen nominated Timothy Rombach as Chairperson for the DDA/GMS Board, Rombach asked if there were any other nominations, there were none, nominations were closed.

**17-065**

Moved by Steffen, seconded by Bennett to approve Timothy Rombach as Chairperson for the DDA/GMS Board.

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

Crandall nominated Thomas Steffen as Vice-Chairperson for the DDA/GMS Board, Rombach asked if there were any other nominations, there were none, nominations were closed.

Moved by Crandall seconded by Rombach to approve Thomas Steffen as Vice Chairperson for the DDA/GMS Board.

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

**D. Sub-Committee meeting time & location**

Podjaske will check with Gannon to see if we could use Bear's Den conference room every Tuesday morning at 10:00 AM, if we can't use Bear's Den Conference Room we will check the Nature Center for available dates.

Tabled for now.

**E. Work Session**

The board agreed to schedule a work session for Tuesday January 9, 2018 at 4:00 PM, Deputy Clerk Murphy will post the work session.

**XI. Unfinished Business – Main Street**

**A. Project Rising Tide Strategies**

Podjaske will work on getting names, numbers and locations for the Lack of access to Capital. Podjaske stated they are hosting a Housing summit on January 10, 2018, hosting approximately 160 contractors to meet Bankers, Relator's, they will be highlighting properties in the area.

**B. Employee Manual Changes Review from City Attorney**

Table for now.

**C. Accreditation – Update**

Rae addressed in her report.

**D. Manager's Goals as discussed previously**

The board agreed to take off agenda.

**E. Michigan Back Roads Advertising Opportunity – Betty Bennett**

Maybe next year look into this, the board agreed to take off agenda for now.

**F. Additional Work Plans Discussion**

Table for now, Michigan Main Street will assist with this when they are here.

**G. Letters of Support Discussion**

Rae and Erica are working on this, there will be a DDA and GMS specific one.

**H. Committee Assignments**

Design – Steffen. Wednesday, 3<sup>rd</sup> week of month at Grayling Restaurant at 9:00 AM, Steffen stated he is the interim Chair, they are moving ahead on the bike racks, clock and Christmas Lights letter for next year Christmas. He stated they want to get everybody on a task.

Promotion & Organization – Doug Baum. They are working on a better meeting time.

EV – Erich. They are working on the Housing Summit he spoke up earlier.

**XII. New Business – Main Street**

**A. Amend Media Policy to allow Tim Chilcote to circumvent Director approval for Social Media engagement and posting**

**17-066**

Moved by Steffen, seconded by Crandall to approve that Mr. Chilcote may handle Social Media without Director approval;  
Ayes: 6, Nays: 0, Abstain: 0, Absent: 2, Vacancies: 1, motion carried.

**XIII. MS Committee Reports**

Discussed above.

**XIV. Community Meetings Update**

**CCEDP** – No Meeting

**Missing Middle** – Erich spoke on the Developer’s Summit above

**Blight** – Erich said they are moving forward, they have a sample Blight Ordinance.

**Camp Grayling** – Erich will see if Alayne Hanson will come up with a summary of the meeting, he knows they are working on a Joint Land Use Study.

**Northern Market** – City Council approved application for Brownfield financing, there is a Brownfield meeting January 21, 2018 at 9:00 AM at the County Building, approval of grant loans for Northern Market and Sawmill.

**4 Mile Business** – No meeting

**Golf Course** – The board agreed to take off, the golf course isn’t interested right now, they may be interested in housing as long as they don’t lose any of their holes.

**Grayling Township** – Erich stated they are working on updating their Zoning Ordinance.

**GPA** – Rae stated they just finished with Christmas.

**XV. Public Comment - None**

**XVI. Member Comments - None**

**XVII. Correspondence - None**

**XVIII. Adjournment**

**17-067**

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

Vice-Chairperson Rombach adjourned the meeting at 7:58 PM.

Kimberly L. Murphy  
Deputy Clerk