

**RECORD OF
DOWNTOWN DEVELOPMENT AUTHORITY/GRAYLING MAIN STREET
PROCEEDINGS REGULAR MEETING HELD ON THE
20th DAY OF DECEMBER, 2018
1020 CITY BOULEVARD, GRAYLING, MICHIGAN**

I. Meeting called to order by Vice Chairperson Steffen at 5:00 P.M.

II. Pledge of Allegiance

III. Roll Call (E = Excused; * = Late Arrival)

Members Present: Thomas Steffen, Doug Baum, Erich Podjaske, Matthew Shaw, Paul Crandall, Shawn Abraham*, Tim Rombach* (via phone)

Members Absent: Tim Chilcote - E, Jill Engelhardt - E

Also, in Attendance: Recording Secretary; Deb Mead, Main Street Manager; Rae Gosling, City Mayor; Heather Forbes

IV. Public Comment – None

V. Approval of Agenda

Main Street Manager Rae Gosling asked the Board to add under New Business Item C, Approve Liquor License Resolution for Rialto Event; under New Business Item D, Applicant for Brownfield; and Member Baum asked to add under New Business Item E, Accept Tim Rombach’s Resignation.

18-053

Moved by Baum, seconded by Crandall to approve the Agenda with the addition of Items C, D and E under New Business.

Ayes: 5, Nays: 0, Abstain: 0, Absent: 4, Vacant: 0, **Motion Carried.**

VI. Approval of Consent Agenda

A. DDA/GMS Meeting Minutes for November 28, 2018

18-054

Moved by Crandall, seconded by Shaw to approve the Consent Agenda as presented.

Ayes: 5, Nays: 0, Abstain: 0, Absent: 4, Vacancies: 0, **Motion Carried.**

***Shawn Abraham Arrived at 5:06 PM**

VII. Treasurer Report

A. Revenue/Expenditure Report thru November 2018

Mainstreet Manager Gosling handed out reports on the Christmas Walk and the Rialto Event and explained.

Discussion took place on how much the DDA has in their budget for spending this Fiscal Year.

18-055

Moved by Baum, seconded by Crandall to accept and file the Revenue Report.
Ayes: 6, Nays: 0, Abstain: 0, Absent: 3, Vacancies: 0, **Motion Carried.**

B. Move Money from DDA General Fund to Bike Rack Project Allocation

Discussion took place on the budget for the bike racks.

18-056

Moved by Baum, seconded by Abraham to approve the expenditure for the purchase of the bike racks and repair stations up to \$4,400.00.

Further discussion took place on the fundraising that took place the previous fiscal year and amending the budget at the end of this fiscal year, after the purchase of the items.

Ayes: Shawn Abraham, Paul Crandall, Tom Steffen, Matthew Shaw, Erich Podjaske, Doug Baum
Nays: 0, Abstain: 0, Absent: 3, Vacancies: 0, **Motion Carried.**

VIII. City Manager Report

City Manager Doug Baum reported on the Canoe Launch, Force Main and DPW Building projects.

City Manager Baum talked about the Northern Market and some significant partners that just came on board.

Member Abraham asked the City Manager about the Fire Department. City Manager Baum explained that the fulltime firefighters have been laid off, and that the City is still seeking funding for fulltime firefighters.

IX. Main Street Manager Report

Main Street Manager Gosling explained how the recruitment for the VISTA position was going. She stated that there were 3 interviews set up and no one showed. The deadline for that position is January 4, 2019.

Gosling also informed the Board of upcoming grant programs from MMS.

X. Unfinished Business – DDA/Main Street

A. DDA District Expansion

Member Podjaske stated that the Board needs to get items assembled for the DDA District Expansion and for the TIF, so it can be presented to City Council. Members Steffen, Crandall, Podjaske and Mainstreet Manager Gosling to work on this after the New Year.

B. TIF – Covered in DDA District Expansion

C. State of Properties - Tabled

D. DDA Business Input Meeting Agenda Items

Member Podjaske stated that the Agenda had already been put together for the Input Meeting in January.

XI. New Business – DDA/Main Street

A. Presentation for Joint Meeting on 1/15/19

Discussion took place on the presentation for the meeting. Mainstreet Manager Gosling will compile the presentation for the Board.

B. Presentation for request to City Council for an additional year of funding

Mainstreet Manager Gosling stated that the Board needs to be part of a work session for the presentation to City Council.

City Manager Baum informed the Board that he would like the presentation on the City Council's February Agenda.

Discussion was had on getting letters of support from downtown businesses and showing some progress with the program.

Mainstreet Manager Gosling will send the Board tentative dates for the work session, after she gets back from vacation.

C. Approval of Liquor License Resolution for the Rialto's special event on January 18th

Discussion took place on the event.

18-057

Moved by Podjaske, seconded by Shaw to approve the Resolution for Rialto's Special Event on January 18th.

Ayes: 6, Nays: 0, Abstain: 0, Absent: 3, Vacancies: 0, **Motion Carried.**

18-058

Moved by Baum, seconded by Abraham to approve the work plan with updates for the Rialto event.

Ayes: 6, Nays: 0, Abstain: 0, Absent: 3, Vacancies: 0, **Motion Carried.**

D. Applicant for Brownfield

Mainstreet Manager Gosling talked about the DDA applying for a Brownfield Grant on behalf of a downtown business owner. She stated this could bring in revenue for the DDA, as much as 3% of the total grant.

Further discussion took place.

Vice Chairperson Steffen recused himself from the vote, because of a possible conflict of interest.

18-059

Moved by Podjaske, seconded by Crandall to approve the DDA to be the applicant for the Brownfield Grant.

Ayes: 5, Nays: 0, Abstain: 1, Absent: 3, Vacancies: 0, **Motion Carried.**

E. Accept Tim Rombach's Resignation

Chairperson Rombach submitted a letter of resignation to the board via email, and called in to thank the Board for the opportunity that he had with the DDA/GMS Board.

18-060

Moved by Podjaske, seconded by Shaw to accept the resignation from Tim Rombach.

Ayes: 5, Nays: 1, Abstain: 0, Absent: 3, Vacancies: 1, **Motion Carried.**

XII. MS Committee Report

A. Org Committee

Meeting was held and the discussion was about the VISTA position and the new volunteer.

B. Design

Vice Chairperson Steffen stated that the GPA is still in support of a "fish" to be in Grayling.

A meeting is planned in January on new projects.

C. EV (Economic Vitality)/Promotions – No Meeting

XIII. Community Meetings Update

A. CCEDP

There was a special meeting held this month and a regular meeting is scheduled in January.

B. Missing Middle – No Report

C. Blight

Mainstreet Manager Gosling stated that the City Attorney had reviewed the Ordinance and brought it back to City Council.

Member Crandall informed the Board that he would be more involved with this Committee.

D. Camp Grayling

Member Podjaske stated that there was a new Committee that was formed by Camp Grayling that involves 2 people from the City, 1 from each Township, 1 from the County and 1 from the Chamber. He stated that they meet once a month.

E. Northern Market – Covered in the City Manager Report

F. 4-Mile Businesses – No Report

G. Historical Museum – No Report, April 2019 is the next meeting.

H. GPA

Mainstreet Manager Gosling informed the Board that GPA approved the annual contribution to DDA/GMS in the amount of \$1250.00. The Committee also approved to support the 3 larger events for DDA/GMS in the amount of \$250.00 for each, and to continue to support the carriage for the Christmas Walk in the amount of \$900.00.

XIV. Public Comment

City Mayor Heather Forbes introduced herself to the Board and thanked them for their work with this Committee.

XV. Member Comments

Member Abraham informed the Board that the event Drive 4 UR Community is back for 2019, and the registration for this event opens January 23rd.

Vice Chairperson Steffen thanked the Board for a quick meeting. He also thanked Tim Rombach for his service on the Board.

XVI. Correspondence - None

XVII. Adjournment

Vice Chairperson Steffen adjourned the meeting at 6:06 P.M.

Debra Mead
Recording Secretary