

**RECORD OF  
DOWNTOWN DEVELOPMENT AUTHORITY/GRAYLING MAIN STREET  
PROCEEDINGS REGULAR MEETING HELD ON THE  
23rd DAY OF APRIL, 2019  
1020 CITY BOULEVARD, GRAYLING, MICHIGAN**

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**I. Meeting called to order by Chairperson Steffen at 5:30 P.M.**

**II. Pledge of Allegiance**

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

Members Present: Thomas Steffen, Erich Podjaske, Matthew Shaw, Jill Engelhardt, Tim Chilcote, Paul Crandall, Shawn Abraham

Members Absent: Doug Baum - E

Also, in Attendance: Recording Secretary; Deb Mead, Main Street Manager; Rae Gosling, Mayor Pro-Tem; Roger Moshier

**IV. Public Comment – None**

**V. Approval of Agenda**

19-026

Moved by Crandall, seconded by Shaw to approve the Agenda as amended:  
Add under Unfinished Business, Item F: Harvest Festival Work Plan  
Ayes: 7, Nays: 0, Abstain: 0, Absent: 1, Vacancies: 1, **Motion Carried.**

**VI. Approval of Consent Agenda**

**A. DDA/GMS Meeting Minutes for March 21, 2019**

19-027

Moved by Engelhardt, seconded by Shaw to approve the Consent Agenda as presented.  
Ayes: 7, Nays: 0, Abstain: 0, Absent: 1, Vacancies: 1, **Motion Carried.**

**VII. Treasurer Report**

**A. Revenue/Expenditure Report thru March 2019**

Main Street Manager Gosling handed out an expense report from the conference she had just attended and a report on the Rialto Event. Discussion took place on the event with the Rialto.

19-028

Moved by Crandall, seconded by Abraham to accept the Treasurer's Report.

Ayes: 7, Nays: 0, Abstain: 0, Absent: 1, Vacancies: 1, **Motion Carried.**

**VIII. City Manager Report – None**

**IX. Main Street Manager Report**

**A. Monthly Report**

Main Street Manager Gosling gave a quick over view of her conference in Seattle. Gosling stated that there were a couple of ideas to implement with the program. She also stated that a program that started with the Grayling Main Street and Project Rising Tide was being implemented in other communities.

Main Street Manager Gosling informed the Board that City Council approved two more years of funding for the Main Street Program at \$50,000.00 a year.

Gosling handed out a flyer for the Paddle Battle that will be held in July. She stated that as of right now the committee is looking for a dumpster to use, as the last company has decided not to do the event. Member Abraham asked Gosling if she had a contact at American Waste for a dumpster, and Member Podjaske stated he had a contact that he could share.

Gosling talked about the Business Expo that happened the previous week.

Gosling informed the Board of a new business to open downtown by June.

**X. Unfinished Business – DDA/Main Street**

**A. DDA District Expansion**

Member Podjaske stated that the survey for the expanded district would cost \$1,000.00.

Podjaske stated that public hearings would need to be held on the district expansion, and that the committee would need to get a plan together and take it to City Council to be approved.

Member Podjaske will bring the maps that show the expansion to the next DDA/GMS meeting in May.

**B. TIF**

Member Podjaske stated that this was a part of the DDA expansion and explained the need to get the TIF in place.

Members Crandall, Podjaske, Steffen and Main Street Manager Gosling will be working on the paperwork for the TIF to take to City Council.

**C. State of Properties**

Member Podjaske informed the Board of 2 major projects that are happening downtown; The site plan application for the Sawmill has been submitted and the developers for Shoppenagon's met with MEDC for the gap in the funding.

Chairperson Steffen stated that Aubrey's Barbershop building was being rented out.

Member Podjaske stated that the Valero would be reopening as a gas station and convenience store, and that the owners were remodeling the old garage part of the building.

Podjaske also stated that there was an offer put in on the Rite Aid building.

**D. Michigan Main Street Master Level Program Agreement**

Main Street Manager Gosling stated that after the City Council's approval of continuing to fund the Main Street program for the next 2 years, they are able to move forward with the Master Level Agreement for Main Street.

**E. Org Fundraising Work Plan - Jill**

Member Engelhardt explained the work plan and stated that at the next meeting she would be assigning tasks to the committee members. There will be a list of businesses to follow up with to secure donations for the program. Member Engelhardt stated that she would supply a script for the members to use for the fundraising.

Member Podjaske asked if the members could choose from the list of people to contact and Member Engelhardt stated that they will be able to choose.

Discussion took place on the in-kind services that the Main Street program receives from the Chamber of Commerce, and that a formal letter should be constructed to ask for the continuance of the services. Main Street Manager Gosling and Member Engelhardt will construct the letter.

19-029

Moved by Podjaske, seconded by Shaw to approve the work plan as presented.

Ayes: 7, Nays: 0, Abstain: 0, Absent: 1, Vacancies: 1, **Motion Carried.**

**F. Harvest Festival Work Plan**

Main Street Manager Gosling stated that a decision still needed to be made on the Harvest Festival Work Plan that was handed out at the meeting in March. Gosling recommended to the Board to approve the work plan for now and to review as time gets closer to the event.

19-030

Moved by Abraham, seconded by Shaw to approve the Harvest Festival Work Plan.

Further discussion took place on the concerns of the downtown businesses with the event.

Member Abraham brought up the Paddle Hard Jeep event and if there was a way to incorporate both events at the same time, to get more interaction with the businesses. Member Engelhardt to contact Dave Vargo to discuss the Harvest Festival and possibly having the Jeep event the same day.

Ayes: 7, Nays: 0, Abstain: 0, Absent: 1, Vacancies: 1, **Motion Carried.**

**XI. New Business – DDA/Main Street**

**A. Lumber Jack Pancake Breakfast Work Plan**

Main Street Manager Gosling stated that it was the same work plan as last year.

Gosling stated that she would like the Board to volunteer for this event. Member Shaw stated that his employees would be volunteering as well.

Discussion took place on having the beer tent open to coincide with the pancake breakfast, to bring in more revenue. Main Street Manager Gosling said that it was a possibility.

19-031

Moved by Crandall, seconded by Shaw to approve the work plan as presented. Ayes: 7, Nays: 0, Abstain: 0, Absent: 1, Vacancies: 1, **Motion Carried.**

**B. Dues and Subscriptions Work Plan**

Main Street Manager Gosling stated that the work plan was self-explanatory and that these were normal costs for Main Street.

19-032

Moved by Engelhardt, seconded by Shaw to approve the work plan as presented.  
Ayes: 6, Nays: 0, Abstain: 0, Absent: 2, Vacancies: 1, **Motion Carried.**

**C. Northern Michigan Business Entrepreneurial Business Conference Work Plan**

Main Street Manager Gosling explained the notes on the work plan, she stated that this event was a partnership to host a business conference in September.

Gosling stated that she had already spoken with the City Manager and the City Treasurer on using Main Street for the financial part and paying all of the fees and splitting the costs with the other partners.

19-033

Moved by Engelhardt, seconded by Crandall to approve the work plan as presented.

Ayes: 6, Nays: 0, Abstain: 0, Absent: 2, Vacancies: 1, **Motion Carried.**

**D. Paddle Putt Putt Work Plan**

Members Engelhardt, Shaw and Podjaske explained the work plan to the Board.

This fundraising event will be held in the spring of 2020 and they are planning on working with businesses within the DDA district.

Vice-Chair Shaw stated that he had spoken to World of Floors and that they could purchase the material for the putting greens at cost.

19-034

Moved by Crandall, seconded by Abraham to approve the work plan as presented.  
Ayes: 6, Nays: 0, Abstain: 0, Absent: 2, Vacancies: 1, **Motion Carried.**

**E. Downtown Cruise Night Partnership with Dennis Ormsbee**

Main Street Manager Gosling stated that there was not a work plan or any paperwork on this event.

Gosling stated that since the Big Boy is closed there is not a space for the Cruise Night to happen. Mr. Ormsbee would like to bring the event downtown and be able to close off one of the parking lots.

This event happens every Tuesday from Memorial Day to Labor Day from about 4pm to 7pm, and can have anywhere from 10 to upwards of 40 cars attend.

Discussion was had on talking to Bill Gannon on the event as well.

Consensus of the Board to move ahead with this event.

#### **F. Approval of the 2019-2020 Budget**

Main Street Manager Gosling explained the budget to the Board.

Gosling stated that there are three large projects that are in partnership with other entities and those are; the Beer Tent, Veterans Banners and the Business Conference.

19-035

Moved by Chilcote, seconded by Engelhardt to approve the budget as presented.  
Ayes: 7, Nays: 0, Abstain: 0, Absent: 1, Vacancies: 1, **Motion Carried.**

**\*Discussion took place during Member Comments later in the meeting on the budget, and this motion was rescinded.**

### **XII. MS Committee Report**

#### **A. Org Committee**

Member Engelhardt stated that she had been working with a new volunteer.

Engelhardt stated that the next Org Committee meeting would be May 21<sup>st</sup> at 8:40 am at the Grayling Restaurant.

All future meetings will be the third Tuesday of the month at 8:40 am at the Grayling Restaurant.

#### **B. Design**

Vice-Chair Shaw stated that he needed the contact information from Chair Steffen on the Design Committee.

Discussion on the trees to be planted downtown took place.

#### **C. EV (Economic Vitality)/Promotions**

Next meeting to be held will be held on Thursday, April 25<sup>th</sup>.

### **XIII. Community Meetings Update**

#### **A. CCEDP**

Member Podjaske stated that this group is still active and that the next meeting will be the third Wednesday in May.

Member Podjaske explained the proposed MDOT truck route on 4 Mile and Military Road.

**B. Missing Middle**

Chair Steffen explained that his housing company was working with the Housing Commission on their PILOT program through MSHDA to get affordable housing in Crawford County.

**C. Blight**

Member Crandall stated that the new Blight Ordinance went through the attorney and should be going to City Council in May. It was stated that the new ordinance should take effect approximately two months after Council approval.

Community Clean Up Day is scheduled for June 15<sup>th</sup> and some of the activities are county wide.

**D. Camp Grayling**

Member Podjaske explained the new committee for Camp Grayling, and that the committee is implementing some of the items from the Joint Land Use Study that was done.

**E. Northern Market**

Recording Secretary Mead stated that the City had sent out a Request for Proposal for Preconstruction Management Services for the Northern Market and that they had decided on one firm.

**F. 4-Mile Businesses**

No meetings have been held this year.

**G. Historical Museum**

Main Street Manager Gosling stated that a group out of Shawano will be doing the clean-up at the museum before it opens.

**H. GPA**

Main Street Manager Gosling stated that the group is back to meeting every week.

**I. Community Rec Center – Tabled**

**XIV. Public Comment**

Mayor Pro-Tem Roger Moshier stated that he had come to the meeting to talk to the Board about TIF. Moshier stated that with some of the new developments in the District and going on the tax roll, that he wanted to make sure that the DDA had something in place. Moshier said that he was happy to see that the Board is moving forward with the TIF.

**XV. Member Comments**

\*Main Street Manager Gosling and Member Podjaske stated that they had forgot to mention to add a salary increase in the budget for the next fiscal year.

Member Podjaske stated that City Manager Baum wanted to increase the Main Street Managers salary by 3.00%.

Members Chilcote and Engelhardt rescinded their motion for approval of the budget as presented.

Discussion took place on the salary increase for the Main Street Manager.

19-036

Moved by Abraham, seconded by Engelhardt to amend the budget 3.00% for the salary increase.

Further discussion took place on the budget and the Main Street Manager.

Ayes: 7, Nays: 0, Abstain: 0, Absent: 1, Vacancies: 1, **Motion Carried.**

Member Paul Crandall stated that he has concerns with the parking on Main Street. Crandall wondered if there was a way to regulate owners and employees parking on Main Street, or what other parking improvements could be done on the south side of the street.

Member Podjaske stated that Donald Schoup is an Urban Planning Professor from UCLA, and he has done research on parking lots.

Chairperson Steffen suggested setting up a subcommittee on the parking issues. Member Podjaske state that parking systems would be addressed in the TIF, and to get the TIF in place first.

Chairperson Steffen thanked Mayor Pro-Tem Moshier for coming to the DDA/GMS meeting.



**XVI. Correspondence – None**

**XVII. Adjournment**

Vice Chairperson Steffen adjourned the meeting at 7:23 P.M.

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Debra Mead  
Recording Secretary