

**RECORD OF  
DOWNTOWN DEVELOPMENT AUTHORITY/GRAYLING MAIN STREET  
PROCEEDINGS REGULAR MEETING HELD ON THE  
20<sup>th</sup> DAY OF JUNE, 2019  
1020 CITY BOULEVARD, GRAYLING, MICHIGAN**

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**I. Meeting called to order by Vice Chairperson Shaw at 5:07 P.M.**

**II. Pledge of Allegiance**

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

Members Present: Matthew Shaw, Tim Chilcote, Paul Crandall, Shawn Abraham, Doug Baum, Thomas Steffen\*

Members Absent: Jill Engelhardt – E, Erich Podjaske – E, and 1 Vacancy

Also, in Attendance: Recording Secretary; Deb Mead, Main Street Manager; Rae Gosling

**IV. Public Comment – None**

**V. Approval of Agenda**

**19-037**

Moved by Crandall, seconded by Abraham to approve the Agenda as amended:  
Add under New Business; Item F: Paddle Battle  
Ayes: 5, Nays: 0, Abstain: 0, Absent: 3, Vacancies: 1, **Motion Carried.**

**VI. Approval of Consent Agenda**

**A. DDA/GMS Meeting Minutes for April 23, 2019**

**19-038**

Moved by Crandall, seconded by Chilcote to approve the Consent Agenda as presented.  
Ayes: 5, Nays: 0, Abstain: 0, Absent: 3, Vacancies: 1, **Motion Carried.**

**VII. Treasurer Report**

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

Main Street Manager Gosling informed the Board that she will work with the City Treasurer on final adjustments to the current Fiscal Year budget before the end of month. Gosling stated that she would have a final report in August.

**19-039**

Moved by Baum, seconded by Abraham to accept and file the Treasurer's Report.

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

**VIII. City Manager Report**

City Manager Baum gave a quick overview of the projects that are happening within the City.

Baum informed the Board that the City is working on funding for the Northern Market.

Baum spoke of a Planning Grant that was received from the Michigan DNR for the Iron Belle Trail. Baum explained that the grant will help determine the best trail location from the Northern Market site to the trail off of North Down River Road.

Baum also informed the Board that a part-time seasonal worker was hired for beautification in the City, watering trees, planters and flowers downtown.

**IX. Main Street Manager Report**

**A. Monthly Report**

Main Street Manager Gosling thanked the Board for having patience over the last few months.

Gosling spoke of the Entrepreneurial Ecosystems training that kicked off in Grayling. Gosling explained what the training was about and how it can benefit the area.

Gosling stated that her MSA training was going well and that there would not be any course work in July.

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

**A. DDA District Expansion – Tabled**

**B. TIF**

Member Crandall stated that there was nothing new to report.

**C. State of Properties**

Questions were asked of the Hospitality House; City Manager Baum explained the situation.

**\*Chairperson Steffen arrived at 5:22pm.**

Discussion took place on the Rite Aid property and the proposed business idea for the property. City Manager Baum stated that the property is inside the DDA District and if Board had concerns to bring them up. Baum stated that the Board could take a position on the Rite Aid property and the potential business proposed to go there. Baum suggested that if the Board had concerns, they could write a letter and take the letter to the Planning Commission.

Further discussion took place on the Rite Aid property.

**19-040**

Moved by Crandall, seconded by Abraham to write a letter of concern about safety and truck traffic coming through town on the proposed business for the Rite Aid property.

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

**D. Approval of the 2019-2020 Budget**

Main Street Manager Gosling stated that the proposed budget had already went to City Council and was approved. Gosling stated that there were minor adjustments to the budget due to the increase in wages.

**19-041**

Moved by Baum, seconded by Abraham to accept the 2019-2020 Budget.

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

**E. Do or Die Donor Development Work Plan – Tabled**

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

**A. Au Sable River Festival Liquor License**

Main Street Manager Gosling explained the current hours for the Liquor License and to possibly change the times for Saturday. Discussion took place on starting sales earlier on Saturday to coincide with the Pancake Breakfast. Gosling stated

that the application would not cost any more to extend the hours, or to extend the application to spirits for that day.

Gosling stated that Vice Chairperson Shaw was working on the costs of having wine and/or spirits during the Pancake Breakfast.

**19-042**

Moved by Baum, seconded by Shaw to approve the Liquor License application and Insurance Bond for the Au Sable River Festival.

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

**B. Christine LaFontaine Board Application**

Main Street Manager Gosling stated that a copy of the application was in the Board packets.

Chairperson Steffen stated that he had spoken to Christine LaFontaine regarding her application. Steffen felt that LaFontaine would be a great asset to the Board, Member Crandall agreed with Steffen.

**19-043**

Moved by Steffen, seconded by Crandall to recommend Christine LaFontaine's appointment for the Board to the City Manager.

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

Main Street Manager Gosling explained to the Board the process after recommendation to the City Manager.

**C. Landline for the Main Street Office**

Main Street Manager Gosling informed the Board that the Chamber of Commerce had installed new phones that allows for extra extensions. Gosling stated that an extension for Main Street could be installed for \$25.00 a month and that included equipment.

City Manager Baum asked about the budget on phones.

Gosling recommended waiting on a decision for the phone line for now, wanted to make sure that the Board knew that was an option.

Discussion took place to Table the decision.

Chairperson Steffen Tabled the decision.

#### **D. Match on Main Grant Program**

Main Street Manager Gosling explained a new grant opportunity from MEDC called Match on Main. Gosling stated that there was \$250,000.00 in the program for the current Fiscal Year that had to be committed by September 1<sup>st</sup>.

Gosling stated that she was working with a new business opening downtown for a grant through Match on Main.

Gosling informed the Board that they may need to take action on a grant agreement when the time comes.

#### **E. Shop Local Campaign**

Main Street Manager Gosling handed out small flyers to the Board and explained the campaign.

Gosling stated that she had a discussion with 3<sup>rd</sup> and 4<sup>th</sup> graders on the benefits of shopping local.

#### **F. Paddle Battle**

Main Street Manager Gosling informed the Board of her concerns on the Paddle Battle event.

Gosling stated that she had a good feeling on getting a dumpster for the event, but she was having a difficult time getting the help that was needed for follow-up calls to sponsors and paddlers. Gosling stated that she needed the help from the Committee or Board Members.

Member Crandall asked about the Paddle Battle Committee and what had happened. City Manager Baum state that the community is not supporting the events with volunteers.

Gosling stated that there are volunteers for the day of the event, but there is a need for the phone calls to the sponsors and paddlers to take place.

Gosling stated that there were 3 options for this event:

1. Have the DDA/GMS Board make the phone calls.
2. Cancel the event.
3. Make the Main Street Manager take care of the phone calls.

Member Abraham asked when, where and how many people are needed. Gosling explained.

Member Crandall questioned if the Board should just cancel or jump in and save.

Member Chilcote asked if not having the event would affect the beer tent sales. Gosling stated that it would have an impact.

Member Abraham stated he is willing to make phone calls to paddlers or have someone in his organization to help.

Consensus of the Board to continue on with the Paddle Battle event.

## **XII. MS Committee Report**

### **A. Org Committee**

No report.

### **B. Design**

Chairperson Steffen stated that the Design Committee is trying to get a picture session with DTE for the planting of the trees.

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

Main Street Manager Gosling talked about the Entrepreneurial Ecosystems trainings and there would be a final report soon.

## **XIII. Community Meetings Update**

### **A. CCEDP**

Meeting scheduled for next month. Meetings are held every other month.

### **B. Missing Middle**

No report. The Board decided to take this item off of the Agenda.

### **C. Blight**

Another Draft of the Blight Ordinance went to City Council, and they had expressed concerns. The Committee will be discussing what issues the Council has with the Ordinance and will be working on the changes.

### **D. Camp Grayling**

No report.

### **E. Northern Market**

City Manager Baum stated that the Northern Market team was working diligently to get the final design and to get the project out to bid.

**F. 4-Mile Businesses**

No Report.

**G. Historical Museum**

Main Street Manager Gosling stated that the museum would be opening on the 4<sup>th</sup> of July.

Gosling talked about Main Street in the Museum; where she will be having her office on Fridays in July, August and September.

**H. GPA**

Main Street Manager Gosling discussed committed sponsorship from GPA for DDA/GMS.

**I. Community Rec Center**

City Manager Baum explained to the Board that the Committee met with Tom Quinn at Kirtland about the proposed plans for the Campus, that included a community space. With the information given to the Committee, they have decided to put plans on hold.

Discussion took place on the property that was proposed for the Community Rec Center.

Discussion took place to take this item off of the Agenda. Consensus from the Board to take the item off of the Agenda.

**XIV. Public Comment – None**

**XV. Member Comments**

Member Chilcote stated that if the Director thinks the Paddle Battle is a good idea, then he does as well.

Member Abraham thanked everyone for a successful Drive 4UR Community Event.

The Board thanked Abraham for putting the event together.

**XVI. Correspondence – None**

**XVII. Adjournment**

**19-044**

Moved by Baum, seconded by Crandall to adjourn the meeting:

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

Vice Chairperson Shaw adjourned the meeting at 6:41 P.M.

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Debra Mead  
Recording Secretary