

**RECORD OF  
DOWNTOWN DEVELOPMENT AUTHORITY/GRAYLING MAIN STREET  
PROCEEDINGS REGULAR MEETING HELD ON THE  
9<sup>th</sup> DAY OF JULY, 2020  
1020 CITY BOULEVARD, GRAYLING, MICHIGAN**

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**I. Meeting called to order by City Clerk/Treasurer Johnson at 9:33 A.M.**

**II. Roll Call**

Members Present: Baum, Podjaske, Pettyjohn, Shaw

Via Conference/Video Call In: Tremonti

Members Absent: Abraham, LaFontaine

Vacant Seats: Two

Also, in attendance: City Clerk/Treasurer Johnson, MainStreet Manager Gosling

**III. Public Comment – None**

**IV. Approval of Agenda**

Member Baum requested to move Election of Officers to before the Treasurers Report.

**20-032**

Moved by Baum, seconded by Shaw to approve the Agenda moving the election of officers to before Treasurers report as presented.

**Roll Call Vote**

Ayes: 5

Nays: 0

Abstain: 0, Absent: 2, Vacancies: 2,

**Motion Carried.**

**V. Approval of Consent Agenda**

**A. DDA/GMS Meeting Minutes for June 11, 2020**

**20-033**

Moved by Baum, seconded by Pettyjohn to approve the Consent Agenda for June 11, 2020 as presented.

**Roll Call Vote**

Ayes: 5

Nays: 0

Abstain: 0, Absent: 2, Vacancies: 2,

**Motion Carried.**

**VI. Election of Officers**

**A) Election of Chair**

**20-034**

Moved by Podjaske to appoint member Shaw Board Chair, seconded by Pettyjohn.

No other motions were made.

**Roll Call Vote**

Ayes: 5

Nays: 0

Abstain: 0, Absent: 2, Vacancies: 2,

**Motion Carried.**

**B) Election of Vic-Chair**

**20-035**

Moved by Podjaske to appoint member Tremonti Board Vic-Chair, seconded by Shaw.

No other motions were made.

**Roll Call Vote**

Ayes: 5

Nays: 0

Abstain: 0, Absent: 2, Vacancies: 2,

**Motion Carried.**

**C) Election of Treasurer**

**20-036**

Moved by Podjaske to appoint member Pettyjohn Secretary/Treasurer, seconded by Shaw.

No other motions were made.

**Roll Call Vote**

Ayes: 5

Nays: 0

Abstain: 0, Absent: 2, Vacancies: 2,

**Motion Carried.**

**VII. Treasurer Report**

**A. Revenue/Expenditure Report through June 2020**

Main Street Manager Gosling mentioned she found a few bills that she coded wrong and would be getting them to the City Clerk/Treasurer to correct in the budget.

**20-037**

Moved by Baum, seconded by Pettyjohn to accept and file the Treasurer's Report as presented.

**Roll Call Vote**

Ayes: 5

Nays: 0

Abstain: 0, Absent: 2, Vacancies: 2,

**Motion Carried.**

**VIII. City Manager Report**

City Manager Baum mentioned that bids for soil removal were received for the Northern Market site and a construction company had been selected and that the work should start soon.

He mentioned that the Chamber was in need of the space that currently the MainStreet Manager is using.

**IX. Main Street Manager Report**

**A. Monthly Report**

Main Street Manager Gosling mentioned they would be hosting Directors Retreat the end of July. She also mentioned she is working with other mainstreets on ideas for their groups. She has also notice that traffic is up downtown on Wednesday's and Thursday's.

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

**A. State of Properties – No Report**

**B. MainStreet Manager’s Office**

**Chair Shaw mentioned that the Chamber now needed the space the Mainstreet Manager was using and a new location would need to be found. He asked if the City had any extra office spaces.**

**Member Baum said with layoffs that happened the city would have an office area, all that needs to be done is move some office spaces around.**

**Manager Gosling asked when the space would be ready.**

**Member Baum said by August 1<sup>st</sup>.**

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

**A Renewal/Resignation of expiring Board Seats**

Member Baum mentioned he received a letter from Steffen.

**20-038**

**Moved by Baum, seconded by Podjaske to accept Steffen’s resignation as presented.**

**Roll Call Vote**

Ayes: 5

Nays: 0

Abstain: 0, Absent: 2, Vacancies: 2,

**Motion Carried.**

**B. Review New Board Applications Josie Swander and Michelle Millikin**

**20-039**

**Moved by Podjaske seconded by Shaw to recommend Josie Swander and Michelle Millikin to City Council for approval to the DDA/GMS Board.**

**Roll Call Vote**

Ayes: 5

Nays: 0

Abstain: 0, Absent: 2, Vacancies: 2,

**Motion Carried.**

**C. Work Plan Review – Parklets**

Manager Gosling explained and if this was still worth doing.

Member Pettyjohn was unsure if it will be affective now that businesses are back open.

Member Baum asked if the business owners were open to this.

Manager Gosling said they are still interested but some do not want to give up the parking in front of their business

She asked if she should keep moving forward with this if needed in the future.

Member Baum mentioned spaces are for pick up and go orders.

Member Shaw mentioned employees of the businesses park in front of the business and not in other city parking spaces.

**20-040**

**Moved by Podjaske seconded by Baum to recommended to move forward and look more into Parklets.**

**Roll Call Vote**

Ayes: 5

Nays: 0

Abstain: 0, Absent: 2, Vacancies: 2,

**Motion Carried.**

**D. Work Plan Review – BINGO**

Manager Gosling mentioned this was a cheap event to do and if customers spend with businesses, they can than win prizes. It is very simple to set this all up. Could than do a summer and winter version.

**20-041**

**Moved by Podjaske seconded by Shaw to approve the BINGO Work Plan as presented.**

**Roll Call Vote**

Ayes: 5

Nays: 0

Abstain: 0, Absent: 2, Vacancies: 2,

**Motion Carried.**

**XII. MS Committee Report**

**A. Org Committee – No Report**

**B. Design – No Report**

**C. EV (Economic Vitality)/Promotions – No Report**

**XIII. Public Comment – None**

**XIV. Member Comments**

Member Baum would like the Manager to work with Podjaske on food truck and how it would work and where they could be located. Need to identify locations with in the DDA District. Need some kind of agreement with businesses so if any complaints come in.

Develop a plan for Public and Private property.

**XV. Correspondence – None**

**XVI. Adjournment**

**20-042**

**Roll Call Vote**

Ayes: 5

Nays: 0

Abstain: 0, Absent: 2, Vacancies: 2,

**Motion Carried.**

Chairperson Shaw adjourned the meeting at 10:14 A.M.

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Lisa K Johnson  
City Clerk/Treasurer