



**DOWNTOWN MANAGEMENT BOARD**

January 21, 2014

1. Call to Order – 7:00 P.M. - City Hall Community Room
2. Consent Agenda:
  - (a) Approval of the regular meeting minutes of October 15 and December 17, 2013
  - (b) Payment of bills
  - (c) Acceptance of expense and income reports
3. Organization of Board - Elections of a Chairperson and Vice Chairperson and adoption of a schedule of regular meetings for 2014
4. New Business:
  - (a) Reports by Downtown Management Board Committees
  - (b) Report by the City staff
5. Miscellaneous
6. Adjournment

MISSION STATEMENT

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*A self-governing board dedicated to planning, promoting, and preserving the downtown business district - the hub of our community – for the greater good of the business, professional, social, cultural and service activities located within the defined downtown area.*

*Purposes of the Downtown Development Authority Board of Directors and Downtown Management Board are to: (1) Provide leadership for the implementation of improvements as outlined in the Downtown Master Plan as adopted by the City of Petoskey in 1987; (2) Promote public and private development and physical improvements in the downtown business district as initiated by individuals and organizations; (3) Serve as an advisory body to the City of Petoskey in matters pertaining to the downtown business district; and (4) coordinate appropriate downtown programs and services.*





**BOARD:** Downtown Management Board

**MEETING DATE:** January 21, 2014      **PREPARED:** January 17, 2014

**AGENDA SUBJECT:** Consent Agenda

**RECOMMENDATION:** That the Downtown Management Board approve items and administrative transactions that have been included on the Consent Agenda

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The Downtown Management Board will be asked to approve the consent agenda that includes: (1) Enclosed minutes of the Downtown Management Board regular meeting minutes of October 15 and December 17, 2013; (2) Acknowledgement of bills since December 17, 2013; and (3) Acceptance of the January expense and income reports as prepared by the Downtown Director.

sb  
Enclosures



## MINUTES



**DOWNTOWN MANAGEMENT BOARD**

October 15, 2013

A regular meeting of the City of Petoskey Downtown Management Board was held in the City Hall Community Room, Petoskey, Michigan, on Tuesday, October 15, 2013. The meeting was called to order at 7:00 P.M., and the following were

Present: Lawrence Rochon, Chairperson  
Liz Ahrens  
David Carlson  
Jim Connaughton  
Jessilynn Norcross  
James M. Reid, Jr., Vice Chairperson  
S. Reginald Smith

Absent: Jennifer Shorter and William J. Fraser, Mayor

Also in attendance were the Downtown Director Becky Goodman and City Manager Dan Ralley.

Approve Consent Agenda Items Downtown Management Board members discussed the first item of routine business, the September 17, 2013 regular meeting minutes; acknowledgement of bills since September 17; and acceptance of the October expense and income reports as prepared by the Downtown Director.

Upon motions made and seconded, the September 17, 2013 regular meeting minutes were approved, acknowledgement of bills since September 17, that totaled \$18,465.65 and expense and income reports for October were approved. Said motions were unanimously approved as submitted.

Approve 2014 Downtown Development and Management and Parking Fund Budgets Board members then reviewed and discussed the revised 2014 Downtown Development and Management and Parking Fund budgets that were previously presented and reviewed at the September meeting. Board members discussed the Programs and Services and Parking budgets and had inquiries and comments on the level of downtown support for Festival on the Bay; and how an additional downtown employee would be formed. The Downtown Director indicated that new employee discussion would occur at the November special meeting.

Mr. Smith motioned to reduce Festival on the Bay pledge amount by \$1,000, and Ms. Norcross supported.

Mr. Smith motioned to approve the 2014 Parking budget and Mr. Connaughton supported.

Upon motions made and seconded, the 2014 Programs and Services and Parking budgets were approved. Said motions were unanimously approved as submitted.

There were public comments that many downtown merchants were putting tents in Festival on the Bay because of lack of downtown traffic and concerns about how event fit with downtown; and suggestions to allocate the \$1,000 reduction from Festival on the Bay towards a new downtown event.

Hear Pennsylvania Park  
Mural Presentation

The Chairperson next reported that Dale Hull would be presenting on behalf of a new committee that he formed, the Petoskey Pennsylvania Park Mural Committee. Mr. Hull gave a brief presentation and indicated that the mission of this committee is to oversee the installation of a mural on the side of the Meyer ACE Hardware building that will celebrate veterans. The mural would coordinate with the collection of memorials and monuments that have been assembled there. This area of Pennsylvania Park will be officially renamed Memorial Plaza.

Board members discussed this matter and inquired who would approve the process; concerns about process for selection and DMB's role in selection; and that there would be greater comfort once project moves to grant submission stage. The City Manager responded that the approval process would be under sign ordinance.

Chairperson Rochon asked for public comments and heard whether support for a mural really existed; heard from those in favor and against moving forward with a mural; that details and specifics were lacking about selection, maintenance, funding and long term care; and inquiries on how Sky's the Limit mural was funded. The City Manager indicated that there were public funds for that mural.

David Meyer voiced support for a nice mural that has community support in both an artistic and patriotic way; and that the community is about tourism and work could be drawn to park and community.

Chairperson Rochon voiced concern about the Board being asked to support this type of project because of other projects that the Board is not responsible for such as war memorials being moved and murals downtown. Mr. Rochon encouraged the committee to continue looking for support for the project.

Hear Petoskey Center  
Development Presentation

The Downtown Director then reviewed that Rob Mossburg, The Cottage Company of Harbor Springs, and Tom Johnson, Landmark Development, would be giving a presentation on the Petoskey Center development. Mr. Mossburg and Mr. Johnson are under contract to purchase the site formerly known as Petoskey Pointe. The gentleman gave a brief presentation based on their revised site plan that was presented to the Planning Commission on October 10 which included potential parking concepts; and reviewed parking demand, Brownfield, parking layout, use of funds for other public improvements and private party taxable bonds.

Hear Committee Reports

The Downtown Director reported on behalf of the Events Committee and that the Shopping Scramble was a success; that Petoskey Rocks! Committee scheduled meetings and plans for Thirsty Thursday meetings would start up soon; that Halloween Parade and Trick or Treating were in the works; and that she had met with Stafford's and they have offered assistance in coordinating the holiday parade.

In Economic Enhancement, the Downtown Director reported that Spice Merchants opened on Lake Street; that a lease has been signed on Hallmark building with Frivolous Sal and that Wildflowers may be a sub-tenant; and that a new wine/coffee bar concept was in the works for 410 East Lake Street.

In downtown beautification, the Downtown Director reported that cornstalks were up thanks to all of the volunteers; that 11 businesses entered the scarecrow contest; and holiday wreaths and garland were ordered and scheduled to be installed.

On behalf of the Parking Committee, the Downtown Director reported that the committee had met with Rob Mossburg and Tom Johnson who have also been involved in discussions with

City staff regarding TIF and Brownfield opportunities concerning the Petoskey Center development.

The Downtown Director also reported on the trolley and that there were 2,261 riders and 1,700 miles were travelled; that the Board workshop/special meeting date is November 12, 2013 at City Hall Council Chambers; that coin toss was needed to decide which side of the street the parade would follow; and that two Board volunteers were needed to judge floats.

After the coin toss, it was determined that the holiday parade would be on the south side of Mitchell Street due to Mr. Rochon winning the coin toss.

Hear City Staff Report

owners.

The City Manager reported that Council scheduled the first special assessment public hearing for October 21 and that notices were sent to property

There being no further business to come before the Downtown Management Board, the meeting was adjourned at 9:30 P.M.

DRAFT





**DOWNTOWN MANAGEMENT BOARD**

December 17, 2013

A regular meeting of the City of Petoskey Downtown Management Board was held in the City Hall Council Chambers, Petoskey, Michigan, on Tuesday, December 17, 2013. The meeting was called to order at 7:00 P.M., and the following were

Present: Liz Ahrens  
David Carlson  
Jim Connaughton  
Jessilynn Norcross  
James M. Reid, Jr., Vice Chairperson  
Jennifer Shorter  
S. Reginald Smith

Absent: Lawrence Rochon and William J. Fraser, Mayor Chairperson

Also in attendance were the Downtown Director Becky Goodman and City Manager Dan Ralley.

Approve Consent Agenda Items

Downtown Management Board members discussed the first item of routine business, the November 12, 2013 planning session meeting minutes; acknowledgement of bills since October 15; and acceptance of the November and December expense and income reports as prepared by the Downtown Director.

Upon motions made and seconded, the November 12, 2013 planning session meeting minutes were approved, acknowledgement of bills since October 15, that totaled \$62,839.13 and expense and income reports for November and December were approved. Said motions were unanimously approved as submitted.

Hear Committee Reports

The Downtown Director reported on behalf of the Marking Committee and that over 30 downtown merchants pledged to be open late on Friday nights in December and that the initiative is being promoted through ads and in other ways; and that there is no men's or women's shopping night this year due to lack of attendance in the past.

The Downtown Director reported on behalf of the Events Committee and that the Christmas open house was successful, with positive feedback; that the Stafford's holiday parade was a success and that Reg Smith's encouragement to rent helium balloons was a great success and that Stafford's staff had been extremely helpful to the event planning with the lack of an event planner on staff; and that the Winter Festival will be occurring in February, but no longer called the Winter Blues Festival.

In economic enhancement, the Downtown Director reported that there were not many openings available; that Ethnic Creations was looking for a space but would likely put merchandise into storage until one could be located; and that North Perk and new stores in the old Hallmark building would be opening in 2014. The Downtown Director also reported that two façade grant applicants received awards at Breakfast for Champions last week.

The Downtown Director also reported that over 20 merchants signed up for free parking for the holiday season; that close to 50 applications were received for the full time Events Coordinator position, with hiring not occurring until after the first of the year; and that the downtown office will be taking over back portion of Bead Hollow space.

Hear City Staff Report

2014 City Council meeting concerning parking;

The City Manager reported that Mac McClelland, Emmet County Brownfield consultant, would be giving a Brownfield presentation at the January 20, 2014 City Council meeting concerning parking; and that downtown has been booming the month of December with success at the holiday parade, open house and Swirl event at Crooked Tree Arts Center.

There being no further business to come before the Downtown Management Board, the meeting was adjourned at 7:35 P.M.

DRAFT

**PAYMENT OF BILLS**

**City of Petoskey  
Downtown Management Board  
Monthly Bills**

**Year End 2013**

**PROGRAMS AND SERVICES**

Flowers	AR Pontius/winter greens	Downtown Assessment	\$ 123.50
Holiday Parade	Midwestern Broadcast/Ads	Downtown Assessment	\$ 404.00
Holiday Parade	Northern Broadcast/Ads	Downtown Assessment	\$ 480.00
Holiday Parade	Airgas/Balloon gas	Downtown Assessment	\$ 416.37
Holiday Parade	Arizona Balloon Co./Balloon	Downtown Assessment	\$ 2,046.00
Holiday Decorations	Coveyou/wreaths	Downtown Assessment	\$ 1,852.50
Santas Visit	City of Petoskey DMB/Treasure Certificates	Downtown Assessment	\$ 200.00
Ornaments	Steve's Stone Art/Ornaments	Downtown Assessment	\$ 900.00
Downtown Marketing	Northern Express/Ads	Downtown Assessment	\$ 534.00
Downtown Marketing	N MI Review/Ads	Downtown Assessment	\$ 946.35
Downtown Marketing	City of Petoskey DMB/Treasure Certificates	Downtown Assessment	\$ 1,100.00
Downtown Marketing	New Moon Visions/Ad revisions	Downtown Assessment	\$ 50.00
Downtown Marketing	CTAC/New Year's Eve sponsorship	Downtown Assessment	\$ 500.00
<b>TOTAL</b>			<b>\$ 9,552.72</b>

**PARKING**

Contracted Services	Northwest Services/SW Snow Removal	Parking Fund	\$ 6,837.50
Contracted Services	Lexis Nexis/contract	Parking Fund	\$ 50.00
Contracted Services	John Cole/Meter collection assistance	Parking Fund	\$ 60.00
Contracted Services	Northwest Services/SW Snow Removal	Parking Fund	\$ 1,828.50
Contracted Services	Lexis Nexis/contract	Parking Fund	\$ 50.00
Contracted Services	Parkmobile/contract	Parking Fund	\$ 569.80
Contracted Services	Duncan/contract	Parking Fund	\$ 137.51
Contracted Services	Northwest Services/SW Snow Removal	Parking Fund	\$ 3,908.41
Contracted Services	Dunkel/snow removal	Parking Fund	\$ 3,267.50
Contracted Services	Wonnacott/snow removal	Parking Fund	\$ 1,462.50
Downtown Office	City of Petoskey DMB/Treasure Certificates	Parking Fund	\$ 550.00
Downtown Office	Goodman/supplies reimbursement	Parking Fund	\$ 38.98
Downtown Office	McCardle/water	Parking Fund	\$ 36.00
Downtown Office	Cole/picture frames reimbursement	Parking Fund	\$ 52.98
Downtown Office	Integrity/supplies	Parking Fund	\$ 39.57
Downtown Office	Integrity/supplies	Parking Fund	\$ 1.79
Downtown Office	Integrity/supplies	Parking Fund	\$ 45.55
Downtown Office	City of Petoskey/utilities	Parking Fund	\$ 57.70
Downtown Office	USPS/Postage	Parking Fund	\$ 400.00
Downtown Office	Van's/Toner	Parking Fund	\$ 145.89
Downtown Office	Wm Thompson/rent, December	Parking Fund	\$ 500.00
Downtown Office	Integrity/supplies	Parking Fund	\$ 72.32
Downtown Office	Integrity/supplies	Parking Fund	\$ 67.48
Downtown Office	DTE Energy/utilities	Parking Fund	\$ 235.46

**City of Petoskey  
Downtown Management Board  
Monthly Bills**

**Year End 2013**

Downtown Office	Wages/	Parking Fund	\$ 11,900.14
Materials and Supplies	Meyer ACE/supplies, batteries	Parking Fund	\$ 8.99
Materials and Supplies	Cole/supplies reimbursement	Parking Fund	\$ 12.71
Materials and Supplies	Meyer ACE/supplies	Parking Fund	\$ 13.77
Materials and Supplies	RJS Parking&Facilities/meter hoods	Parking Fund	\$ 540.75
Materials and Supplies	Meyer ACE/supplies	Parking Fund	\$ 2.49
Materials and Supplies	Meyer ACE/supplies	Parking Fund	\$ 18.36
Materials and Supplies	Meyer ACE/supplies	Parking Fund	\$ 1.49
Signs	Sign & Design/signs	Parking Fund	\$ 90.00
<b>TOTAL</b>			<b>\$ 33,004.14</b>
<b>TOTAL BILLS</b>			<b>\$ 42,556.86</b>



## EXPENSE AND INCOME REPORTS

**Programs Services  
Monthly Expense Report  
2013 Year End**

January 11, 2014

Carry forward from 2012 \$53,600

<b>REVENUES</b>	<b>BUDGET</b>	<b>CURRENT MONTH</b>	<b>YTD</b>	<b>LAST YTD</b>	<b>BUDGET BALANCE</b>
SPECIAL ASSESSMENTS	88,300	0.00	88,300.00	60,940.00	-
PENALTIES & INTEREST	500	0.00	1,829.63	0.00	(1,329.63)
INTEREST INCOME	500	0.00	89.69	0.00	410.31
HOLIDAY PARADE SPONSORS	3,500	0.00	3,350.00	500.00	150.00
PETOSKEY ROCKS! SPONSORS	5,000	300.00	3,600.00	4,462.50	1,400.00
WINTER BLUES FESTIVAL	2,000	0.00	2,385.00	2,675.00	(385.00)
TROLLEY - ads & sponsorship	8,500	5,400.00	5,400.00	0.00	3,100.00
<b>MARKETING &amp; PROMOTIONS</b>					
Shop Map Ads \$7,000	7,000	0.00	9,100.00		(2,100.00)
Gallery Walk \$3,500	3,500	0.00	3,750.00	2,750.00	(250.00)
Ornaments \$1500	1,500	312.00	312.00	515.00	1,188.00
Restaurant Week	-	1,400.00	16,250.00		(16,250.00)
Shopping Scramble \$5,000	5,000	0.00	6,550.00	4,685.00	(1,550.00)
New Promotions \$8,300	8,300	0.00	0.00		8,300.00
<b>TOTAL REVENUES</b>	<b>133,600</b>	<b>7,412.00</b>	<b>117,804.32</b>	<b>76,887.50</b>	<b>15,795.68</b>
<b>EXPENDITURES</b>					
<b>Events</b>					
HOLIDAY PARADE	6,000	3,346.37	5,569.76	4,204.13	430.24
Midwestern Broadcast/Ads \$404					
Northern Broadcast/Ads \$480					
Airgas/Balloon gas \$416.37					
Arizona Balloon Co./Balloon \$2,046					
HOLIDAY OPEN HOUSE	1,000	0.00	170.00	0.00	830.00
SIDEWALK SALES	4,000	0.00	3,930.56	3,116.36	69.44
PETOSKEY ROCKS!	13,000	0.00	9,396.54	8,037.35	3,603.46
DT TRICK OR TREAT	500	0.00	383.60	1,069.50	116.40
WINTER BLUES FESTIVAL	6,000	0.00	3,949.58	8,099.75	2,050.42
EVENTS COORDINATOR	9,700	0.00	5,600.00	3,200.00	4,100.00
Total	<b>40,200</b>				
<b>Collaborating Events</b>					
CONCERTS IN THE PARK	4,000	0.00	4,000.00	3,000.00	-
FOURTH OF JULY	800	0.00	800.00	800.00	-
FARMERS MARKET	500	0.00	500.00	0.00	-
SANTA'S VISIT	200	200.00	200.00	0.00	-
City of Petoskey DMB/Treasure Certificates \$200					
FESTIVAL ON THE BAY	2,500	0.00	2,500.00	2,500.00	-
Total	<b>8,000</b>				



**Programs Services  
Monthly Expense Report  
2013 Year End**

January 11, 2014

	BUDGET	CURRENT MONTH	YTD	LAST YTD	BUDGET BALANCE
<b>Marketing &amp; Promotions</b>					
MARKETING					-
Image Campaign \$38,400	38,400	3,130.35	31,741.85		6,658.15
Northern Express/Ads \$534					
N MI Review/Ads \$946.35					
City of Petoskey DMB/Treasure Certificates \$1,100					
New Moon Visions/Ad revisions \$50					
CTAC/New Year's Eve sponsorship \$500					
Gallery Walk \$3,200	3,200	0.00	4,241.58	2,467.73	(1,041.58)
Ornaments \$900	900	900.00	1,125.00	900.00	(225.00)
Steve Webster Stone Art					
Restaurant Week	-	0.00	13,111.14		(13,111.14)
Shopping Scramble \$3,500	3,500	0.00	4,301.46	3,639.48	(801.46)
Shop Map \$7,000	7,000	0.00	9,041.97		(2,041.97)
Other New Promotions \$7,000	7,000	0.00	0.00		7,000.00
Total	60,000				
<b>Economic Enhancement</b>					
BUSINESS RECRUITMENT	500	0.00	487.07	1,951.00	12.93
BUSINESS RETENTION	2,000	0.00	741.32	0.00	1,258.68
TROLLEY	10,000	0.00	8,960.60		1,039.40
Total	12,500				
<b>Beautification</b>					
HOLIDAY DECORATIONS	8,000	1,852.50	9,723.87	3,562.66	(1,723.87)
Coveyou/wreaths \$1852.50					
FALL DECORATIONS	1,000	0.00	983.56	639.00	16.44
FLOWERS	3,000	123.50	5,577.00	3,474.00	(2,577.00)
AR Pontius/winter greens \$123.50					
Total	12,000				
<b>Administrative</b>					
INSURANCE AND BONDS	500	0.00	0.00	0.00	500.00
OTHER	100	0.00	1,368.76	0.00	(1,268.76)
	-				
Total	600				
<b>TOTAL</b>	133,300	9,552.72	128,405.22	50,660.96	10,894.78
Excess of Revenues Over Expenditures	300		-10,600.90		

**DMB Parking Fund  
Monthly Report  
2013 Year End**

January 11, 2014

Carry Forward from 2012 \$463,500

	Budget	Current Month	YTD	Last YTD	Budget Balance
<b>REVENUES</b>					
Meters	330,000.00	23,164.06	322,907.66	318,869.04	7,092.34
Fines	52,000.00	3,776.09	56,435.76	57,447.36	-4,435.76
Permits	32,000.00	5,643.00	33,712.00	29,805.00	-1,712.00
Bags	3,000.00	266.75	5,823.75	2,159.00	-2,823.75
Tokens	2,800.00	90.00	2,312.00	2,802.00	488.00
Interest	1,800.00	2.83	410.96	128.65	1,389.04
Meter Sponsorships	2,000.00	500.00	1,800.00	2,100.00	200.00
Cell Phone Parking	9,000.00	1,781.75	14,267.16	7,188.68	-5,267.16
<b>Total Parking Revenue</b>	<b>432,600.00</b>	<b>35,224.48</b>	<b>437,669.29</b>	<b>420,499.73</b>	<b>-5,069.29</b>
Other	1,000.00	2,000.00	12,901.32	464.33	-11,901.32
Dumpster User Fees \$2000					
<b>Total Revenue</b>	<b>433,600.00</b>	<b>37,224.48</b>	<b>450,570.61</b>	<b>420,964.06</b>	<b>-22,039.90</b>
<b>EXPENSES</b>					
ADMINISTRATIVE FEES	18,400	0.00	17,800.00	17,800.00	600.00
CAPITAL OUTLAY	6,000	0.00	23,642.50	6,946.40	-17,642.50
CONFERENCES & MEMBERSHIP	5,000	0.00	2,874.95	1,926.00	2,125.05
CONTRACTED SERVICES	50,000	18,171.22	65,719.59	16,201.85	-15,719.59
Northwest Services/SW Snow Removal \$6837.50					
LexisNexis/contract \$50					
John Cole/meter collection assistance \$60					
Northwest Services/SW Snow Removal \$1,828.50					
Lexis Nexis/contract \$50					
Parkmobile/contract \$569.80					
Duncan/contract \$137.51					
Northwest Services/SW Snow Removal \$3,908.41					
Dunkel/snow removal \$3,267.50					
Wonnacott/snor removal \$1,462.50					
<b>DOWNTOWN OFFICE</b>	<b>165,000</b>	<b>14,144.68</b>	<b>155,280.28</b>	<b>130,910.13</b>	<b>9,719.72</b>
City of Petoskey DMB/Treasure Certificates \$550					
Goodman/supplies reimbursement \$38.98					
McCardle/water \$36					
Cole/picture frames reimbursement \$52.98					
Integrity/supplies \$39.57					
Integrity/supplies \$1.79					
Integrity/supplies \$45.55					
City of Petoskey/utilities \$57.70					
USPS/Postage \$400					
Van's/Toner \$145.89					
Wm Thompson/rent, December \$500					
Integrity/supplies \$72.32					
Integrity/supplies \$67.48					
DTE Energy/utilities \$235.46					
Wages/ \$11900.14					
EQUIPMENT REPAIR	1,200	0.00	858.06	1,207.07	341.94
FACADE GRANT PROGRAM	20,000	0.00	18,000.00	12,900.00	2,000.00
LEASE RENTAL TO DEBT	80,000	0.00	80,000.00	80,000.00	0.00
MATERIALS AND SUPPLIES	11,000	599.04	14,768.31	8,569.48	-3,768.31
Meyer ACE/supplies \$8.99					
Cole/supplies reimbursement \$12.71					
Meyer ACE/supplies \$13.77					
RJS Parking&Facilities/meter hoods \$540.75					
Meyer ACE/supplies \$2.49					
Meyer ACE/supplies \$18.36					
Meyer ACE/supplies \$1.49					
PROFESSIONAL SERVICES	500	0.00	219.13	359.16	280.87
PROPERTY LEASE	1,000	0.00	0.00	0.00	1,000.00
PUBLIC UTILITIES	3,000	0.00	2,628.70	1,452.79	371.30
SIGNS	2,500	90.00	426.00	2,144.00	2,074.00
Sign & Design/Holiday meter sponsor signs \$90					
UNIFORMS	2,000	0.00	405.57	413.88	1,594.43
	<b>365,600</b>	<b>33,004.94</b>	<b>384,817.06</b>	<b>280,084.83</b>	<b>-19,217.06</b>
	<b>68,000</b>	<b>4,219.54</b>	<b>65,753.55</b>	<b>140,879.23</b>	<b>2,246.45</b>

**TOTAL EXPENSES**

Excess of Revenues Over Expenses



# City of Petoskey

## Agenda Memo

**BOARD:** Downtown Management Board

**MEETING DATE:** January 21, 2014      **DATE PREPARED:** January 17, 2014

**AGENDA SUBJECT:** Organization of Board

**RECOMMENDATION:** That the Downtown Management Board elect officers and adopt a schedule of regular meetings for 2014

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To meet bylaws provisions, the Downtown Management Board must conduct an annual meeting at which the Downtown Management Board must elect from its members, for one-year terms, a Chairperson and a Vice Chairperson and set its meeting schedule for that year. The Downtown Management Board Chairperson and Vice Chairperson must be the same persons who serve as Downtown Development Authority Board Officers; and meeting schedules in the past year have established Downtown Management Board sessions for 7:00 P.M., on the third Tuesday of each month, or as necessary, at the City Hall, immediately following meetings of the Downtown Development Authority Board, if such Downtown Development Authority Board meetings were required.

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# City of Petoskey

## Agenda Memo

**BOARD:** Downtown Management Board

**MEETING DATE:** January 21, 2014

**DATE PREPARED:** January 17, 2014

**AGENDA SUBJECT:** Downtown Management Board Committee Reports

**RECOMMENDATION:** That the Downtown Management Board hear these reports

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Reports could be received from Downtown Management Board committees.

sb





# City of Petoskey

## Agenda Memo

**BOARD:** Downtown Management Board

**MEETING DATE:** January 21, 2014

**DATE PREPARED:** January 17, 2014

**AGENDA SUBJECT:** City Staff Report

**RECOMMENDATION:** That the Downtown Management Board hear this report

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The City Manager will provide status reports concerning downtown-area projects.

sb