



DOWNTOWN MANAGEMENT BOARD

January 20, 2015

1. Call to Order – 7:00 P.M. - City Hall Community Room
2. Consent Agenda:
 - (a) Approval of the regular meeting minutes of December 16, 2014
 - (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 2015
4. New Business:
 - (a) Approve appointment to the Downtown Events Committee
 - (b) Reports by Downtown Management Board Committees
 - (c) Report by the City staff
5. Miscellaneous
6. Adjournment

MISSION STATEMENT

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 20, 2015 **PREPARED:** January 16, 2015

AGENDA SUBJECT: Consent Agenda

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

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 December 16, 2014; (2) Acknowledgement of bills since December 16, 2014; and (3) Acceptance of the December expense and income reports as prepared by the Downtown Director.

sb
Enclosures



DOWNTOWN MANAGEMENT BOARD

December 16, 2014

A regular meeting of the City of Petoskey Downtown Management Board was held in the City Hall Community Room, Petoskey, Michigan, on Tuesday, December 16, 2014. The meeting was called to order at 7:00 P.M., and the following were

Present: Lawrence Rochon, Chairperson
Liz Ahrens
James M. Reid, Jr., Vice Chairperson
Jennifer Shorter
S. Reginald Smith

Absent: David Carlson, William J. Fraser, Mayor, Jason Keiswetter
and Jessilynn Norcross

Also in attendance was the Downtown Director Becky Goodman and Acting City Manager Al Terry.

Approve Consent Agenda Items

Downtown Management Board members discussed routine business, the October 21, 2014 regular session meeting minutes and special meeting minutes of November 4, 2014; acknowledgement of bills since October 21, 2014; and acceptance of the October and November expense and income reports as prepared by the Downtown Director.

Upon motions made and supported the October 21, 2014 regular meeting minutes and special meeting minutes of November 4, 2014; acknowledgement of bills since October 21, 2014 totaling \$86,720.48; and acceptance of the October and November expense and income reports were approved. Said motions were unanimously approved as submitted.

Table Contracting with Consultants
for Darling Lot Parking Project

The Downtown Director reviewed that the Board voted at its August meeting to begin working on the long tabled plan to develop parking at the Darling Lot. The rationale was that this was a project with a timeline that DMB could control; the long awaited development of Sunset Square, now New Arlington Place, although a desirable partnership project, has a timeline that the Board does not control. Thus, contracts with Walker Parking for a design concept and with Otwell Mawby for a financial analysis of the concept were approved, pending input from City Council. The outcome of the project would be to provide structure parking supported by revenue from the site.

The Downtown Director also reviewed that as reported at the October meeting, staff's presentation to Council regarding the project received an unenthusiastic response and Council had concerns on the project and suggested that a new parking study might be appropriate. Since the Council meeting staff asked Walker Parking for an estimate on an update to parking study and received a number of \$10,000 to \$15,000.

Downtown and City staff had some preliminary meetings with the new team chosen to develop the New Arlington Place site. A concept for the site was made public and the development team has begun verbalizing their parking needs and parking development strategy concepts. Downtown staff recommended that the Board table any decision regarding contracting with the consultants for the Darling Lot project until a date to be determined after the first of the year when a better decision regarding a comprehensive plan for development new parking might be possible.

Board members commented that Council should accept that it is the work of the DMB to lead parking related discussions and projects; and that sometimes groups are negative the first time they hear about a project and perhaps maybe Council will be more positive about the Darling Lot project if an additional presentation is done in the near future. Upon motion made and seconded, the Board tabled contracting with consultants and moving forward on the Darling Lot mixed use project. Said motion was unanimously approved as submitted.

Hear Committee Reports

The Downtown Director reported on behalf of Petoskey Rocks and the Events Committee and reviewed that the Petoskey Rocks Committee is developing ideas for the summer of 2015. The Events Committee wrapped up the Stafford's Holiday Parade and Open House and both were successful and that the downtown office now owns two helium balloons thanks to the support of the Whole Team and Trillium Salon.

The Downtown Director reported on behalf of the Marketing Committee and that over 30 merchants signed on to the online holiday catalog that will remain on the downtown website; that Bags Over Bucks was a good first event with almost 100 attendees at the Deer Camp Party; and that the Downtown Promotions Coordinator has completed her first full year of events and will work comprehensively with the Director on promotions and events.

The Downtown Director reported on behalf of Economic Enhancement and that American Man Cave opened on Lake Street; that Frivolous Sal's closed on Howard Street, but a new tenant is planned; and the Painted Cottage on Lake Street is closing by the end of the year and looking for a new space.

In parking, the Downtown Director reported continued follow up on some of the projects brought up at the April Parking Workshop and that there is a proposed plan to allow customers to purchase permits and pay for tickets online beginning in January.

Liz Ahrens, Executive Director of Crooked Tree Arts Center, gave a brief report on the public art plan and that the plan is in draft form, but that it is preferred to have the original stakeholder group meet in January before the plan is delivered.

The Downtown Director also reported that Treasure Certificates and ornaments are selling well this holiday season.

Hear City Staff Report

The Acting City Manager gave a brief report on the New Arlington Place and that project plans and discussions with DMB could be in the near future.

Miscellaneous Comments

Liz Ahrens announced that she was resigning from the Board and enjoyed serving, but it was time for a new perspective on the Board and will still be in the audience expressing her points of view.

There being no further business to come before the Downtown Management Board, the meeting was adjourned at 7:30 P.M.

Downtown Management Board
Monthly Bills - December 2014

January 11, 2015

PROGRAMS AND SERVICES

Downtown Marketing	N Express/Ads	Downtown Assessment	\$ 550.00
Downtown Marketing	North Country Pub/Ad	Downtown Assessment	\$ 75.00
Downtown Marketing	Goodman/website reimbursement	Downtown Assessment	\$ 31.78
Downtown Marketing	Traverse/December Ad	Downtown Assessment	\$ 805.00
Downtown Marketing	N MI Review/Ads	Downtown Assessment	\$ 698.45
Downtown Marketing	Mitchell Graphics/shop local signs	Downtown Assessment	\$ 200.00
Downtown Marketing	New Moon Visions/Ad updates	Downtown Assessment	\$ 700.00
Downtown Marketing	Common Angle/Catalog software	Downtown Assessment	\$ 522.50
Downtown Marketing	Lite 96/Bags over Bucks ads	Downtown Assessment	\$ 2,800.00
Gallery Walk	New Moon Visions/Design Updates	Downtown Assessment	\$ 200.00
Holiday Decorations	Coveyou/wreaths	Downtown Assessment	\$ 1,887.00
Holiday Open House	Snowmobile Club/bean soup	Downtown Assessment	\$ 634.87
Holiday Parade	Chelsey Granger/photography	Downtown Assessment	\$ 250.00
Holiday Parade	Boyne Valley Equine/carriage	Downtown Assessment	\$ 187.50
Holiday Parade	City of Petoskey DMB/treasure certificates	Downtown Assessment	\$ 250.00
Holiday Parade	Reindeer Ranch/Reindeer	Downtown Assessment	\$ 600.00
Moveable Feast	Manna/Squash Bowling Receipts	Downtown Assessment	\$ 25.00
Moveable Feast	Manthei/Bull costume reimbursement	Downtown Assessment	\$ 35.98
Moveable Feast	Manthei/Name tag reimbursement	Downtown Assessment	\$ 112.34
Moveable Feast	city of Petoskey DMB/treasure certificates	Downtown Assessment	\$ 50.00
Other	N Mi Review/meeting notice	Downtown Assessment	\$ 57.75
Petoskey Rocks!	MacDonald Garber/Ads	Downtown Assessment	\$ 384.00
Visits With Santa	city of Petoskey DMB/treasure certificates	Downtown Assessment	\$ 200.00
			\$ 11,257.17

PARKING FUND

Contracted Services	Parkmobile/end user fees	Parking Fund	\$ 583.45
Contracted Services	LexisNexis/user fee November	Parking Fund	\$ 50.00
Contracted Services	LexisNexis/user fee December	Parking Fund	\$ 50.00
Contracted Services	Shawn Wonnacott/snow removal	Parking Fund	\$ 502.50
Downtown Office	DTE/utilities	Parking Fund	\$ 139.52
Downtown Office	McCardel/water	Parking Fund	\$ 80.75
Downtown Office	Trophy Case/Name tag	Parking Fund	\$ 18.00
Downtown Office	Goodman/supply reimbursement	Parking Fund	\$ 40.02
Downtown Office	Wm Thompson/office rent December	Parking Fund	\$ 700.00
Downtown Office	City of Petoskey DMB/T.C. Gifts	Parking Fund	\$ 500.00
Downtown Office	City of Petoskey/Utilities	Parking Fund	\$ 67.78
Downtown Office	Integrity/envelopes	Parking Fund	\$ 17.98
Downtown Office	Charter/phones, internet	Parking Fund	\$ 94.71
Downtown Office	Wages	Parking Fund	\$ 21,661.74
Façade Grants	Plunkett and Cooney/Grant	Parking Fund	\$ 2,000.00
Materials & Supplies	Meyer ACE/key	Parking Fund	\$ 2.49
Materials & Supplies	Julienne Tomatoes/cake	Parking Fund	\$ 30.00
Materials & Supplies	Duncan/keys	Parking Fund	\$ 112.50
Utilities	AT&T/cell phones	Parking Fund	\$ 222.48
			\$ 26,873.92

TOTAL

\$ 38,131.09

TOTAL BILLS



City of Petoskey

Agenda Memo

BOARD: Downtown Management Board

MEETING DATE: January 20, 2015 **DATE PREPARED:** January 16, 2015

AGENDA SUBJECT: Organization of Board

RECOMMENDATION: That the Downtown Management Board elect officers and adopt a schedule of regular meetings for 2015

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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MEMORANDUM

TO: Downtown Management Board

FROM: Becky Goodman

DATE: January 15, 2015

RE: Committee Appointment

I have received a request from Josh Roberts to join the Downtown Events Committee. Josh is the new General Manager of Papa Lou's and will serve as a representative from that business. My recommendation is that he be appointed to the committee.



BOARD: Downtown Management Board

MEETING DATE: January 20, 2015 **DATE PREPARED:** January 16, 2015

AGENDA SUBJECT: Downtown Management Board Committee Reports

RECOMMENDATION: That the Downtown Management Board hear these reports

Reports could be received from Downtown Management Board committees.

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City of Petoskey

Agenda Memo

BOARD: Downtown Management Board

MEETING DATE: January 20, 2015

DATE PREPARED: January 16, 2015

AGENDA SUBJECT: City Staff Report

RECOMMENDATION: That the Downtown Management Board hear this report

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

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