



DOWNTOWN MANAGEMENT BOARD

March 17, 2015

1. Call to Order – 7:00 P.M. - City Hall Community Room
2. Consent Agenda:
 - (a) Approval of the regular meeting minutes of February 17, 2015
 - (b) Payment of bills
 - (c) Acceptance of expense and income reports
3. New Business:
 - (a) Request for Board member volunteers to review Public Art Plan
 - (b) Consider approving 2015 Façade Improvement Grants requested by the Downtown Design Committee
 - (c) Consider approval of request from Petoskey Rocks Committee for funds for outdoor movie screen
 - (d) Reports by Downtown Management Board Committees
 - (e) Report by the City staff
4. Miscellaneous
5. 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.



City of Petoskey

Agenda Memo

BOARD: Downtown Management Board

MEETING DATE: March 17, 2015 **PREPARED:** March 12, 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 February 17, 2015; (2) Acknowledgement of bills since February 17, 2015; and (3) Acceptance of the February expense and income reports as prepared by the Downtown Director.

sb
Enclosures



DOWNTOWN MANAGEMENT BOARD

February 17, 2015

A regular meeting of the City of Petoskey Downtown Management Board was held in the City Hall Community Room, Petoskey, Michigan, on Tuesday, February 17, 2015. The meeting was called to order at 7:00 P.M., and the following were

Present: Lawrence Rochon, Chairperson
David Carlson
Jason Keiswetter
Jennifer Shorter
S. Reginald Smith

Absent: Jessilynn Norcross, James M. Reid, Jr., Vice Chairperson
and William J. Fraser, Mayor

Also in attendance were the Downtown Director Becky Goodman and the Acting City Manager Alan Terry.

Chairperson Rochon reviewed that since DDA law states that Board members serve until replaced or reappointed, Jennifer Shorter agreed to continue to serve on the Board. He also thanked Ms. Shorter for her invaluable time while serving on the Board.

Approve Consent Agenda Items Downtown Management Board members discussed the first item of routine business, the January 20, 2015 regular session meeting minutes; acknowledgement of bills since January 20, 2015; and acceptance of the January expense and income reports as prepared by the Downtown Director.

Upon motions made and seconded, the January 20, 2015 regular session meeting minutes were approved, acknowledgement of bills since January 20, that totaled \$36,408.78 and expense and income reports for January were approved. Said motions were unanimously approved as submitted.

Hear Public Art Plan Presentation The Downtown Director reviewed that a draft of the Public Art Plan was completed by Crooked Tree Arts Center and reviewed by staff; and that the process includes that once the Board approves the plan, it will go to City Council for final approval. The Board was being asked to review the draft, hear presentation, make recommendations for revisions and move to approve the plan at this or a future meeting.

Gail DeMeyere, Crooked Tree Arts Center representative, gave a brief presentation regarding the Public Art Plan. She reviewed the definition of public art relative to downtown; public art on a national basis; identified opportunities for art in the public; policy procedures; maintenance of art; makeup of a downtown public art commission; action steps for art proposals; and suggested funding sources.

Board members inquired on how the public art commission would be staffed and their authority.

Chairperson Rochon asked for public comments and heard comments concerning the maintenance of the art and what the process was to move forward with the plan.

Chairperson Rochon thanked Ms. DeMeyere and Crooked Tree Arts Center for their work on the public art plan and that further discussion on the plan would occur at a future meeting.

Hear Committee Reports

The Downtown Director reported on behalf of the Petoskey Rocks Committee and that they will have a schedule of events and requests for the Board at next month's meeting. The Downtown Director also reported on behalf of the Events Committee and that the Committee is refocusing its efforts by starting a monthly email to merchants to keep them informed; that the Committee is splitting up the downtown and will be visiting each merchant to start establishing a better connection between the Committee and stores; that the Winter Carnival had less attendance compared to other years due to the extreme cold weather, but that the merging of the event with the City was successful.

The Downtown Director reported on behalf of the Marketing Committee and that the Committee decided to do the publication opportunity presented by Northern Express for a Staycation weekend promotion; and that stores, restaurants and the Perry's package will be listed on Stafford's website and downtown website; and that several businesses had already signed up.

In economic enhancement, the Downtown Director reported that a few new businesses are looking for space including a new gallery, a possible new restaurant and a new retail concept with more information forthcoming.

In beautification, the Downtown Director reported that the Committee's recommended plan will be on the March agenda and will include plantings to match the Garden Club's, as well as a wrought iron border fencing around planter boxes.

The Downtown Director reported that the parking workshop meeting will be 5:00 P.M., Tuesday, March 10, 2015, in the City Hall Council Chambers.

In downtown design, the Downtown Director reported that one application had been submitted for Façade Improvement grants and that there may be another potentially impressive project.

The Downtown Director also reported that there will be a joint meeting with City Council and DMB and available dates were needed and that public art was suggested to be included as part of the joint meeting agenda.

Hear City Staff Report

to May 21, 2015 with no lane closures.

The Acting City Manager reported that MDOT will be repaving US-31 through Bay View, and construction is expected to be at night from April 6

Miscellaneous Comments

The Downtown Director reviewed that the downtown office purchased a new machine that will fax, copy, scan and print which makes the old fax/copier and printer obsolete; and that she received consensus from the Board to send out a message to all of downtown requesting sealed bids from businesses that may be interested in purchasing the older machines.

There being no further business to come before the Downtown Management Board, the meeting was adjourned at 8:30 P.M.

**Downtown Management
Monthly Bills - February 2015**

March 10, 2015

PROGRAMS AND SERVICES

Downtown Marketing	Grandpa Shorter/Mardi Paddy beads, etc.	Downtown Assessmer	\$ 242.94
Downtown Marketing	Manthei/Mardi Paddy supplies reimbursement	Downtown Assessmer	\$ 29.00
Downtown Marketing	Goodman/website reimbursement	Downtown Assessmer	\$ 64.94
Petoskey Rocks!	Swank/Movies	Downtown Assessmer	\$ 2,703.00
Winter Carnival	N MI Review/Winter Carnival As	Downtown Assessmer	\$ 950.00
Winter Carnival	Struble/Ghost Walk	Downtown Assessmer	\$ 175.00
Winter Carnival	Stafford's Perry/Wine and Dine	Downtown Assessmer	\$ 384.19
Winter Carnival	N Country Pub/Ad	Downtown Assessmer	\$ 202.00
Winter Carnival	Lite 96/Ads	Downtown Assessmer	\$ 1,000.00
Winter Carnival	City Park Grill/Wine and Dine	Downtown Assessmer	\$ 208.00
Winter Carnival	Twisted Olive/Wine and Dine	Downtown Assessmer	\$ 288.00
Winter Carnival	Meyer ACE/cardboard sled supplies	Downtown Assessmer	\$ 16.47
Winter Carnival	Threadsy/Fun run T-shirts	Downtown Assessmer	\$ 518.75
Winter Carnival	Manthei/supplies reimbursement	Downtown Assessmer	\$ 37.86
			\$ 6,820.15

PARKING FUND

Capital Outlay	Van's/new printer, copier, fax, scanner	Parking Fund	\$ 4,277.00
Contracted Services	LexisNexis/contract February	Parking Fund	\$ 50.00
Contracted Services	Fastenal/meter maintenance	Parking Fund	\$ 85.17
Contracted Services	Shawn Wonnacott/snow removal	Parking Fund	\$ 1,620.00
Contracted Services	Alro/meter maintenance	Parking Fund	\$ 332.00
Contracted Services	Parkmobile/user fees	Parking Fund	\$ 653.45
Contracted Services	Crooked Tree Arts Center/Public Art Plan	Parking Fund	\$ 5,000.00
Contracted Services	Northwest Services/SW snow removal	Parking Fund	\$ 1,587.00
Contracted Services	Northwest Services/SW snow removal	Parking Fund	\$ 1,454.75
Contracted Services	Sure Lock & Homes/lock replacement	Parking Fund	\$ 130.00
Downtown Office	Wm Thompson/March Rent	Parking Fund	\$ 700.00
Downtown Office	Thru Glass/window cleaning	Parking Fund	\$ 25.00
Downtown Office	McCardel/water	Parking Fund	\$ 29.75
Downtown Office	Charter/phone, internet	Parking Fund	\$ 94.19
Downtown Office	city of Petoskey/utilities	Parking Fund	\$ 119.00
Downtown Office	DTE/utilities	Parking Fund	\$ 207.58
Downtown Office	Thru Glass/window cleaning	Parking Fund	\$ 45.00
Downtown Office	Meyer ACE/hand warmers	Parking Fund	\$ 32.72
Downtown Office	Integrity/supplies	Parking Fund	\$ 96.72
Downtown Office	Integrity/supplies	Parking Fund	\$ 64.96
Downtown Office	Wages	Parking Fund	\$ 12,667.21
Education and Training	Manthei/CWIB reimbursement	Parking Fund	\$ 15.00
Education and Training	Main Street/conference registratain, Manthei	Parking Fund	\$ 475.00
Materials & Supplies	Goodman/postage reimbursement	Parking Fund	\$ 196.00
Materials & Supplies	Print Shop/window envelopes	Parking Fund	\$ 72.00
Public Utilities	AT&T/cell phones	Parking Fund	\$ 222.72
Signs	Sign & Design/meter sponsor signs	Parking Fund	\$ 94.00
			\$ 30,346.22

TOTAL

TOTAL BILLS

\$ 37,166.37

**PROGRAMS SERVICES
MONTHLY REPORT
February 2015**

March 10, 2015

REVENUES	BUDGET	CURRENT MONTH	YTD	LAST YTD	BUDGET BALANCE
SPECIAL ASSESSMENTS	88,348.00		84878.48	88,348.00	3,469.52
PENALTIES & INTEREST	500.00	199.90	199.90	0.00	300.10
INTEREST INCOME	3,000.00			0.00	3,000.00
HOLIDAY PARADE SPONSORS	4,000.00	500.00	500.00	0.00	3,500.00
PETOSKEY ROCKS SPONSORS	6,000.00			0.00	6,000.00
WINTER CARNIVAL	2,000.00	750.00	750.00	2160.00	1,250.00
MOVEABLE FEAST	600.00			0.00	600.00
TROLLEY	6,500.00			0.00	6,500.00
MARKETING & PROMOTIONS					
Shop Map Ads	8,600.00	500.00	4500.00	500.00	4,100.00
Gallery Walk	4,000.00			250.00	4,000.00
Ornaments	1,500.00			0.00	1,500.00
Haunted Halloween	500.00			0.00	500.00
Shopping Scramble	5,000.00		50.00	50.00	4,950.00
Holiday Catalog	2,500.00	485.00	1730.00	0.00	770.00
Historic Markers & Tour	1,000.00			0.00	1,000.00
Restaurant Week					
TOTAL REVENUES	134,048.00	2434.90	92608.38	91308.00	41,439.62
EXPENSES					
Events					
HOLIDAY PARADE	6,500.00	0.00	0.00	0.00	6,500.00
HOLIDAY OPEN HOUSE	1,000.00	0.00	0.00	980.00	1,000.00
SIDEWALK SALES	8,000.00	0.00	0.00	0.00	8,000.00
PETOSKEY ROCKS	11,000.00	2703.00	2703.00	0.00	8,297.00
<i>SWANK/Movies \$2,703</i>					
DT TRICK OR TREAT	500.00	0.00		0.00	500.00
WINTER CARNIVAL	5,000.00	3780.27	3990.89	5021.74	1,009.11
<i>N MI Review/Winter Carnival Ad \$950</i>					
<i>Struble/Ghost Walk \$175</i>					
<i>Stafford's Perry/Wine and Dine \$384.19</i>					
<i>N Country Pub/Ad \$202</i>					
<i>Lite 96/Ads \$1,000</i>					
<i>City Park Grill/Wine and Dine \$208</i>					
<i>Twisted Olive/Wine and Dine \$288</i>					
<i>Meyer ACE/cardboard sled supplies \$16.47</i>					
<i>Threadsy/Fun Run T-shirts \$518.75</i>					
<i>Manthei/supplies reimbursement \$37.86</i>					
MOVEABLE FEAST	3,000.00	0.00	0.00	0.00	3,000.00
Collaborating Events					
CONCERTS IN THE PARK	4,000.00	0.00	0.00	4000.00	4,000.00
FOURTH OF JULY	800.00	0.00	0.00	0.00	800.00
FARMERS MARKET	500.00	0.00	0.00	0.00	500.00
RESTAURANT WEEK	500.00	0.00	0.00	0.00	500.00
SANTA'S VISIT	200.00	0.00	0.00	0.00	200.00
FESTIVAL ON THE BAY	1,500.00	0.00	0.00	0.00	1,500.00

**PROGRAMS SERVICES
MONTHLY REPORT
February 2015**

March 10, 2015

	BUDGET	CURRENT MONTH	YTD	LAST YTD	BUDGET BALANCE
Marketing & Promotions					
MARKETING				2555.00	
Image Campaign		64.94	2033.72		
<i>Goodman/website reimbursement \$64.94</i>					
Gallery Walk	2,500.00	0.00	0.00	0.00	2,500.00
Ornaments	900.00	0.00	0.00	0.00	900.00
Shopping Scramble	3,500.00	0.00	0.00	0.00	3,500.00
Shop Map	9,000.00	0.00	0.00	0.00	9,000.00
Holiday Catalog	2,500.00	0.00	0.00		2,500.00
Historic Markers & Tour	2,500.00	0.00	0.00	0.00	2,500.00
Haunted Halloween	250.00	0.00	0.00	0.00	250.00
Bags Over Bucks	3,000.00	0.00	0.00	0.00	3,000.00
Mardi Paddy Gras	3,000.00	271.94	271.94		2,728.06
<i>Grandpa Shorter/beads, masks, etc. \$242.94</i>					
<i>Manthei/reimbursement supplies \$29</i>					
Restaurant Week	-	-	-	206.25	-
Other	1,800.00	0.00	0.00	0.00	1,800.00
Economic Enhancement					
BUSINESS RECRUITMENT	500.00	0.00	0.00		500.00
BUSINESS RETENTION	1,500.00		30.38		1,469.62
TROLLEY	9,000.00	0.00	0.00	32.50	9,000.00
Beautification					
HOLIDAY DECORATIONS	8,000.00	0.00	0.00	0.00	8,000.00
FALL DECORATIONS	600.00	0.00	0.00	0.00	600.00
FLOWERS	5,000.00	0.00	0.00	0.00	5,000.00
Administrative					
INSURANCE AND BONDS	500.00	0.00	0.00	0.00	500.00
OTHER	100.00	0.00	0.00	59.25	100.00
TOTAL	133,650.00	6820.15	10998.71	15409.74	122,651.29
Excess of Revenues Over Expenses	398.00	-4385.25	81609.67	75898.26	

**Downtown Parking Fund
February 2015**

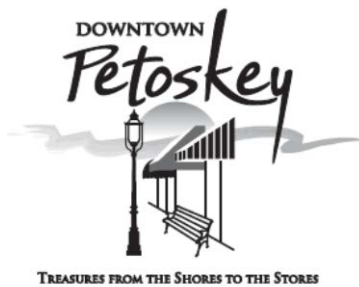
March 12, 2015

	Budget	Current Month	YTD	Last YTD	Budget Balance
REVENUES					
Meters	315,500.00	16,687.35	33,085.46	29,504.91	282,414.54
fines	51,000.00	2,465.35	5,167.47	6,218.10	44,781.90
Permits	31,000.00	1,374.00	6,131.00	12,237.00	24,869.00
Bags	6,000.00	-	181.00	983.00	5,819.00
Tokens	2,500.00	490.00	610.00	220.00	1,890.00
Interest	400.00	2.77	4.98	4.89	395.02
Meter Sponsorships	2,000.00	-	700.00	300.00	1,300.00
Cell Phone Parking	25,000.00	1,911.67	3,579.06	2,344.95	21,420.94
Total Parking Revenue	433,400.00	22,931.14	49,458.97	51,812.85	382,890.40
EXPENSES					
ADMINISTRATIVE FEES	18,000.00	0.00	0.00	17800.00	18000.00
CAPITAL OUTLAY	30,000.00	4277.00	4277.00	625.00	25723.00
Van's/new printer, copier fax, scanner \$4277					
CONTRACTED SERVICES	50,000.00	10,912.37	21,290.84	29,723.78	28,709.16
Lexis Nexis/contract February \$50					
Fastenal/meter maintenance \$85.17					
Shawn Wonnacott/snow removal \$1,620					
Alro/meter maintenance \$332					
Parkmobile/user fees \$653.45					
Brook Tree Arts Center/Public Art Plan \$5,000					
Northwest Services/SW snow removal \$1,587					
Northwest Services/SW snow removal \$1,454.75					
Sure Lock & Holmes/lock replacement \$130					
DOWNTOWN OFFICE	193,000.00	14,082.13	25,177.07	26,387.90	167,822.93
Wm Thompson/March rent \$700					
Thru Glass/window cleaning \$25					
McCardel/water \$29.75					
Charter/phone, internet \$94.19					
City of Petoskey/utilities \$119					
DTW/utilities \$207.58					
Thru Glass/window cleaning \$45					
Meyer ACE/hand warmers \$32.72					
Integrity/supplies \$96.72					
Integrity/supplies \$64.96					
Wages \$12,667.21					
EDUCATION AND TRAINING	5,000.00	490.00	2,022.93	1,147.91	2,977.07
Manthei/CWIB reimbursement \$15					
Man Street/conference registration, Manthei \$475					
EQUIPMENT REPAIR	1,000.00	0.00	0.00	65.00	1,000.00
FAÇADE GRANT	20,000.00	0.00	21.60	83.56	19,978.40
LEASE RENTAL TO DEBT	-	-	-	-	-
MATERIALS AND SUPPLIES	11,000.00	268.00	303.97	5,073.61	10,696.03
Goodman/postage reimbursement \$196					
Print Shop/window envelopes \$72					

**Downtown Parking Fund
February 2015**

March 12, 2015

	Budget	Current Month	YTD	Last YTD	Budget Balance
PROFESSIONAL SERVICES	500.00	0.00	0.00	0.00	500.00
PROPERTY LEASE	1,000.00	0.00	0.00	1875.00	554.56
PUBLIC UTILITIES	3,200.00	222.72	445.44	652.50	2,754.56
<i>AT&T/cell phones \$222.72</i>					
SIGNS	1,000.00	94.00	94.00	0.00	906.00
<i>Sign & Design/meter sponsor signs \$94</i>					
UNIFORMS	1,500.00	0.00	0.00	0.00	1,500.00
OTHER		0.00	0.00	0.00	
TOTAL EXPENSES	317,200.00	30,346.22	53,632.85	83434.26	263,567.15
NET	116,200.00	(7,415.08)	(4,173.88)	(31,621.41)	119,323.25



MEMORANDUM

TO: Downtown Management Board

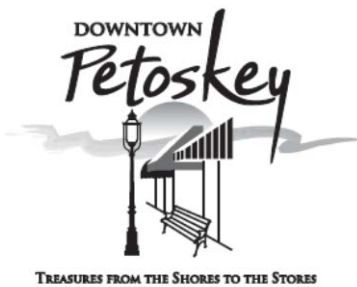
FROM: Becky Goodman

DATE: March 12, 2015

RE: Request for Board Member Volunteers to Review Public Art Plan Review

At the February meeting, the Board heard a presentation from Gail DeMeyere, Crooked Tree Arts Center, regarding the completed Plan for Public Art in Downtown Petoskey. There was discussion at that meeting regarding several of the plan elements. In order to move ahead with this project, my recommendation is that two Board members volunteer to work with the Downtown Director to further refine the plan so that it can be presented to the Board for final approval and future recommendation to City Council.

Please call me if you have questions or concerns.



MEMORANDUM

TO: Downtown Management Board

FROM: Becky Goodman

DATE: March 12, 2015

RE: Design Committee Request for Façade Improvement Grant Applicants

The Design Committee has met and reviewed five façade improvement grant applications. They are recommending that the following grants be approved.

Dripworks Coffee 207 Howard Street \$1,500

Mike Davies, Dripworks owner, proposes to replace the entry system to the coffee shop and seals on the glass windows. There is a serious problem with the windows collecting condensation and on most days this winter, it has not been possible to see in or out of them. The grant will be contingent on meeting with a sub-committee of the Design Committee for the purpose of clarifying materials and a review of more detailed drawings. The grant is being recommended because it is necessary for the appearance of the historic/modern building to keep the windows intact and because clear windows will add attractiveness to the street. Total cost of the work is proposed to be \$43,368.

David Meikle 422 East Mitchell Street \$1,500

Meikle received a grant for the Tap 30 storefront last year and is working toward a project of renovating the upper two floors of the building for residential. His proposal is to replace windows on the second and third floors of the front and back of the building. He will be using energy efficient, double hung windows with trim that matches the exterior of the building. Although this grant will have minimal impact to the street and some of the windows are on the rear of the building, this grant is being recommended in support of the total renovation project of this signature building. The owner will be encouraged to come back again next year to request support for the repair of the building cornice. The grant will be contingent on the property owner meeting with a sub-committee of the Design Committee for the purpose of clarifying materials and a review of more detailed drawings. Total cost of the work is proposed to be \$73,660.

Cress Enterprises/Encore Financial 418 Waukazoo \$2000

This building was added to the DMB district at the request of the owners when the district was expanded two years ago. It has been recently renovated and now displays authentic, historic character. Most of the major work has been completed but there is still some painting that needs to be done and handrails need to be added to the porch. This rehabilitation has created jobs in downtown. The grant is being recommended because of the dramatic change it has brought to Waukazoo and the excellent work that is taking place. Total cost of the work is proposed to be \$7,200.

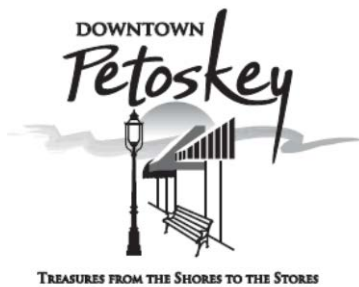
Mike Lambert.

200 Petoskey Street

\$15,000

The Design Committee has been interested in the renovation of this building for several years and actually took the initiative of reaching out to the owner this year. Lambert was very receptive and is dedicated to building improvements. The scope of the work is incremental and each phase will be determined by the previous phase. The initial project will be to remove the aluminum siding. When it is determined what is underneath the siding the direction that will be taken will be more clear. Plans include revealing and refurbishing the original brick (that we hope to find there), replacing windows, and adding a cornice. Photos of the building in its original state show that it was actually three a three story building. Although the photos will be used as a guideline, the third story will not be replaced. The Design Committee proposes that \$15,000 be set aside for this renovation and that the owner be allowed to work with a subcommittee of the Design Committee to begin the work and develop a plan. The grant is being recommended because of the tremendously major visible improvement to Petoskey Street that will be created, because of the historic character of the building, and because Petoskey Street is a major entryway to downtown as pedestrians come up from the tunnel. The grant will be contingent on meeting with the Design Committee sub-committee as many times as necessary to design a plan and to outline phases and to work with them on materials. The goal of the project will be to return the façade to the appropriate appearance as built at the turn of the century. The total cost of the work proposed should range between \$30,000 and \$50,000.

The action requested by the Design Committee is that the board approve these grants so that the applicants may begin their work as soon as possible. Please contact me if you have questions or concerns.



MEMORANDUM

TO: Downtown Management Board

FROM: Becky Goodman

DATE: March 12, 2015

RE: Request from Petoskey Rocks! Committee for Purchase of Outdoor Cinema Equipment

The attached report is from Kate Manthei, Downtown Promotions Coordinator. She has been working on the summer season of the Petoskey Rocks! program with the Committee.

At its most recent meeting, the Committee discussed the potential of acquiring an outdoor cinema system that would enhance the quality and experience of the Movies in the Park portion of the event.

My recommendation is that the Board consider the request and potentially approve an amount not to exceed a certain number. Funds for this purchase would need to come from Programs & Services carry over.

Please call me if you have questions or concerns.

Petoskey Rocks! Outdoor Cinema Proposal

The Petoskey Rocks Committee would like to propose to the Downtown Management Board an investment in an outdoor screen and projector for the Friday night Movies in the Park. Last year, attendance at the Movies in the Park was at an all-time high, with at least 200 in attendance each night. The most popular night, with the movie *Frozen*, saw at least 300 in attendance.

In 2014, the gentleman who had previously organized the movie rights and projector was no longer available. As a government nonprofit, obtaining the movie rights was possible but more expensive than before. Even more worrisome was obtaining a projector and having the technical expertise to run it. Only through the partnership with North Central Michigan College were we able to a) afford the licensing fees, b) show the movies because of the use of their projector, and c) troubleshoot the technical issues that arose with the help of their IT department on-site help. The Petoskey Rocks Committee would like to state how grateful they are for North Central's continual community support.

The Movies in the Park are consistently well attended, by both guests to the area and local families. The Petoskey Rocks Committee feels that investing in a commercial quality outdoor screen and projector will increase the experience of the movie goers, as well as add consistency and security to one of our most popular summertime events.

Additional benefits include:

- 1-2 person set up/break down
- Outdoor cinema package would include all necessary components for storage, transportation, and set up, including sound system
- Increased quality with a projector & screen designed for outdoor use versus a classroom projector and brick wall
- Full color logo of our choice included in price that will be displayed on the bottom of the frame
- A free standing outdoor screen that could be better positioned within the park to allow for a larger crowd and better viewing
- Opportunities to recoup costs through community rental program and/or pre-movie commercials

After researching many different options, staff would recommend purchasing the EPIC Outdoor Cinema SC-SL 16 HD System. A quote has been requested. Should the initial investment be too expensive, staff would recommend that we look for a community partner to split the cost, with an agreement that Downtown Petoskey will have use of it on summertime Friday nights and the community partner will have it available for their needs or that the community partner will be recognized as a sponsor.

With a final look at logistics, the recommended screen comes with a transportation cart. Everything fits on the cart which allows easy transportation and storage. The cart measures 4 foot long, by 3 foot tall by 2 foot wide, and that could be accommodated in the Downtown Office storage shed.



BOARD: Downtown Management Board

MEETING DATE: March 17, 2015 **DATE PREPARED:** March 12, 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.

sb



BOARD: Downtown Management Board

MEETING DATE: March 17, 2015

DATE PREPARED: March 12, 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.

sb