



**DOWNTOWN MANAGEMENT BOARD**

January 21, 2014

A regular meeting of the City of Petoskey Downtown Management Board was held in the City Hall Council Chambers, Petoskey, Michigan, on Tuesday, January 21, 2014. 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  
William J. Fraser, Mayor  
James M. Reid, Jr., Vice Chairperson  
S. Reginald Smith

Absent: Jessilynn Norcross and Jennifer Shorter

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

Conduct Annual  
Organizational Session

Chairperson Rochon reported that the Downtown Management Board was required to annually conduct an election to select a Chairperson and Vice Chairperson from its members and to establish a regular meeting schedule for the coming year; and that, duplicating the action by the Downtown Development Authority Board at its meeting, which had been conducted just prior to this meeting, the Downtown Management Board would be required to elect these same officers and to adopt the same meeting schedule.

Duplicating action of the Downtown Development Authority Board nominations, Mr. Smith then nominated Mr. Rochon as Downtown Management Board Chairperson and Mr. Reid as Vice Chairperson for 2014, and that the Downtown Management Board's regular meeting schedule for 2014 be set at 7:00 P.M., on the third Tuesday of each month, at City Hall, seconded by Ms. Ahrens. Nominations were closed and Mr. Rochon was elected Chairperson and Mr. Reid was elected Vice Chairperson of the Downtown Management Board on a voice vote.

Approve Consent Agenda Items

Downtown Management Board members discussed the first item of routine business, the October 15, 2013 and December 17, 2013 regular session meeting minutes; acknowledgement of bills since December 17, 2013; and acceptance of the January expense and income reports as prepared by the Downtown Director.

Upon motions made by the Mayor and seconded by Ms. Ahrens, the October 15, 2013 and December 17, 2013 regular session meeting minutes were approved, acknowledgement of bills since December 17, that totaled \$42,556.86 and expense and income reports for January were approved. Said motions were unanimously approved as submitted.

Hear Committee Reports

The Downtown Director reported on behalf of the Events Committee and that the Winter Festival is being planned for February 19-22 with several individual events.

In economic enhancement, the Downtown Director reported that North Perk Coffee was opening on February 1; that Frivolous Sal's and Craig Ryan Menswear was opening April 1; that Red Sky Stage was open for live performance space; that Ethnic Creations closed and merchandise was in storage; and that two prospective businesses are looking for space, but space is limited.

In beautification, the Downtown Director reported on downtown sidewalk snow removal; that there is an increase in bills; and that removal is reduced to once a day with a higher level of service prior to Christmas.

The Downtown Director reported that the Parking Committee met to discuss hiring of promotions person; that development of parking at the Petoskey Pointe site may be back to square one with new owner; and that she attended the City Council meeting and heard the Brownfield presentation.

In downtown design, the Downtown Director reported that Façade Improvement Grant orientation meeting is scheduled for February 3; that grant applications are due March 3; and awards to be approved at March meeting.

The Downtown Director reported that she had been unable to find the time to prepare the grant requesting a consultant to write a plan for public art. She outlined a few options that the Board might consider at this point including hiring a grant writer to write the grant for the consultant at a cost of about \$1,500 with an additional matching cost of \$8,000 to \$10,000; that staff writes the plan in-house using a process similar to the one used to develop the 2013-2018 Strategic Plan for DMB; or contract with Crooked Tree Arts Center to facilitate and write public art plan development. The Downtown Director will be bringing a formal recommendation to the February meeting. The project needs to be put on a fast track so that the Board will be in a proactive position as projects come for approval. She reported that she had attended a presentation by Dale Hull at a Chamber meeting regarding a potential downtown mural, indicating that that project was still alive.

The Downtown Director also reported that there were a total of 16 interviews and 6 final interviews for the promotions position and that the new employee, Kate Manthei, would be starting next Monday. She also reported that the downtown office would expand to back conference room, but waiting on a bid and new lease from landlord. The Downtown Director also presented a list of projects that she is planning to accomplish now that she will have less responsibility for event planning and more time for downtown development.

#### Hear City Staff Report

The City Manager also reported that MDOT opened bids for the Arlington Avenue project from Bay Street to MacDonald Drive; that bids were within budget; work would begin in the spring; and that Arlington Avenue would be fully reconstructed in conjunction with the Downtown Greenway project. The City Manager also reviewed that City staff had met with representatives from Christian Science Church regarding their concerns on assessments and ways to address nonprofits and places of worship.

The City Manager reported that MDOT would be beginning work on the bridge on February 17 and a public meeting is scheduled for early February.

Mr. Rochon thank Mr. Connaughton for his service on the Board and Mayor Fraser indicated that with Mr. Connaughton's resignation there would need to be a replacement.

There was a public comment on how appointments were made and an inquiry on the bylaws for the DDA/DMB.

There being no further business to come before the Downtown Management Board, the meeting was adjourned at 8:15 P.M.