



DOWNTOWN MANAGEMENT BOARD

January 15, 2019

A regular meeting of the City of Petoskey Downtown Management Board was held in the City Hall Community Room, Petoskey, Michigan, on Tuesday, January 15, 2019. The meeting was called to order at 7:05 P.M., and the following were

Present: S. Reginald Smith, Chairperson
Doug Buck, Vice Chairperson
Robin Bennett
Noah Marshall-Rashid
John Murphy, Mayor
Ben Slocum

Absent: Daniel Harris, Ed Karmann and Jessica Stubbs

Also in attendance was the Downtown Director Becky Goodman and City Manager Robert Straebel.

Conduct Annual Organizational Session

Chairperson Smith 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, Mr. Marshall-Rashid moved, supported by Ms. Bennett, nomination of Mr. Smith as Downtown Management Board Chairperson and Mr. Buck as Vice Chairperson for 2019 and established meeting schedule for 7:00 P.M., the third Tuesday of each month, or as necessary. Nominations and meeting scheduled were unanimous by a voice vote.

Approve Consent Agenda Items

Downtown Management Board members discussed the first item of routine business, the December 18, 2018 regular meeting minutes; acknowledgement of bills since December 18, 2018; and acceptance of the December expense and income reports as prepared by the Downtown Director.

Upon motion made by Mr. Buck and seconded by Ms. Bennett, the December 18, 2018 regular meeting minutes were approved; acknowledgement of bills since December 18, 2018 that totaled \$37,089.73; and expense and income reports for December were approved. Said motion was unanimously approved as submitted.

Hear MDOT US-31 Realignment Project Presentation

At the request of the Board, the City Manager gave a brief presentation on the MDOT US-31 realignment project that will extend from the Mitchell Street Bridge to Fairview Avenue. The City Manager further reviewed changes to Lewis Street; that a new traffic signal will be installed at MacDonald Drive; drainage and utility improvements; and reviewed the detour route for north bound traffic which will be in place late March through July 1, along with an additional detour for Lake Street during March and April.

Hear Downtown Events Schedule Presentation

The Downtown Director reviewed that at the request of the Board during the December meeting, staff will provide an overview of the Downtown Events Schedule.

This matter was tabled for a future meeting due to low attendance.

Hear Committee Reports

The Downtown Director reported on behalf of the Parking Committee and that the Committee reviewed Marty Scott's proposal regarding restriction of parking funds and determined that they were satisfied with the language in the resolution that was approved by City Council; discussed change.org petition concerning parking and that the public is lacking education and parking information; that the Committee directed staff to prepare an outline of a series of guest commentaries to be printed in the newspaper and provide information to the City Manager for City Council; discussed courtesy tickets and concurred to wait until the new rates have been in effect for a year before discussing eliminating the courtesy tickets again; that new rates will be phased in all at once; that the Committee reviewed a draft RFQ for a vendor to supply services for supplying the new meters; reviewed holiday parking promotion statistics; and discussed placing ambassador patrolling schedules, a potential limited free parking program for locals and revisiting the pay station "pay by plate" implementation on a future committee agenda.

The Promotions Coordinator reported on behalf of the Events Committee and reviewed the 2019 Winter Carnival event schedule; reviewed suggested movies from different decades for Petoskey Rocks and possibly tailoring music to the corresponding decade; reviewed potential activities for Halloween weekend; and discussed future Ladies and Men Nights going forward in 2020.

On behalf of the Marketing Committee, the Downtown Director reported that the Committee is setting up a regular meeting date; that the Promotions Coordinator will be attending a social media workshop; that she will review list of marketing projects with the Committee and refine details; and that there will be further discussion about sources for a marketing plan.

In beautification, the Downtown Director reported that \$50,000 was budgeted for a snow blower and the price of the new blower came in under \$27,000 due to working with the Public Works Director and obtaining municipal pricing, and that the brand, model and equipment were highly recommended.

In Economic Enhancement, the Downtown Director reported that there is a stakeholder meeting for 200 East Lake Street development on January 22.

The Downtown Director also reported that there is a new DDA rule and that the Board should be prepared to have special DDA meetings to comply with new law, but more information is forthcoming from the State; that she will conduct downtown employee evaluations the last week in January; that there is a Michigan Historic Preservation Network presentation at the January 21 Council meeting; and that MDOT will be presenting at City Council on February 4 concerning the US-31 realignment project.

Hear City Staff Report

The City Manager reported that the City received a grant for the Iron Belle Bridge project; reviewed that City Council was considering a rezoning ordinance for 200 East Lake Street; that the Parks and Recreation Commission held two public hearings concerning possible improvements to Solanus Beach and Riverbend Park pickle ball courts; that City Council approved increases to parking fees, fines and enforcement hours; reviewed the status of downtown bathroom project; and that City Council approved the purchases of new rescue pumpers.

Closed Session

The Board was being asked to consider authorizing to adjourn to closed session pursuant to Section 8(a) of the Michigan Open Meetings Act, to consider a periodic personnel evaluation of the Downtown Director. Chairperson Smith suggested that since 1/3 of the Board was absent and by request from Mr. Karmann to table the closed session evaluation. Board members inquired who would be involved in the closed session and where the evaluation would be documented. The City Manager reviewed that his evaluation was done in closed session with only City Council and the City Attorney; then the City Manager was present to discuss outcome; and final evaluation filed in employee file.

Board members concurred to table evaluation and conduct at the next scheduled Board meeting.

Hear Miscellaneous Comments

Chairperson Smith reported that he attended the Council meeting where public comment was heard from people upset with the increases in parking rates; commended Mayor Murphy and Councilmember Marshall for their support; that additional revenues would be set aside for a future deck; and that there is evidence from the comments heard at the City Council meeting that the DMB and staff need to communicate and educate the public more on various matters, but specifically parking concerns.

Mr. Marshall-Rashid announced that he was participating in a visioning meeting held by Bob Berg for 200 East Lake Street. Other Board members also indicated that they had been invited. Board members discussed the Open Meetings Act violations if a quorum of Board members attended. Board members concurred that they had been invited to represent their business interests and various roles in downtown and would be representing themselves, so there would be no violation.

There being no further business to come before the Downtown Management Board, the meeting was adjourned at 8:45 P.M.