



**DOWNTOWN MANAGEMENT BOARD**

January 17, 2017

A regular meeting of the City of Petoskey Downtown Management Board was held in the City Hall Community Room, Petoskey, Michigan, on Tuesday, January 17, 2017. The meeting was called to order at 7:05 P.M., and the following were

Present: Lawrence Rochon, Chairperson  
Robin Bennett  
David Carlson  
Daniel Harris  
John Murphy, Mayor  
S. Reginald Smith, Vice Chairperson  
Jessica Stubbs

Absent: Craig Bell and Doug Buck

Also in attendance was the Downtown Director Becky Goodman, City Manager Robert Straebel and City Planner Amy Tweeten.

Chairperson Rochon welcomed new Mayor John Murphy.

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, Mr. Rochon was nominated as Downtown Management Board Chairperson and Mr. Smith as Vice Chairperson for 2016; and that the Downtown Management Board's regular meeting schedule for 2017 be set at 7:00 P.M., on the third Tuesday of each month, at City Hall. Nominations were unanimous by a voice vote.

Approve Consent Agenda Items

Downtown Management Board members discussed the first item of routine business, the December 20, 2016 regular session meeting minutes; acknowledgement of bills since December 20, 2016; and acceptance of the December expense and income reports as prepared by the Downtown Director.

Upon motion made and seconded, the December 20, 2016 regular session meeting minutes were approved; acknowledgement of bills since December 20, 2016 that totaled \$44,909.97; and expense and income reports for December were approved. Said motion was unanimously approved as submitted.

Review City of Petoskey Economic  
Development Strategic Plan

the DMB and Chamber before formal adoption and that the plan is a part of the process for becoming a Redevelopment Ready Community, which is a state of Michigan designation that is intended to streamline processes and make communities attractive for developers.

The Downtown Director reviewed Board member comments that were absent and that they applauded City staff efforts in developing a plan; that the plan should be broadened from a resort community to a retirement community; that the area should be highlighted as a regional center for health care, education and retail; that statistics should be expanded; reviewed challenges including seasonality, lack of workforce and housing, income-age challenges, lack of public transportation and walkability; that opportunities should have successful measures; and that building construction limitations aren't spelled out and no process in place for developers.

The Downtown Director reviewed that a list of these comments will be compiled and given to City staff for review and/or inclusion into the plan.

Receive & File Walker Parking Study  
Final Report

concept and a stand-alone structure concept; and a second report was a revision of the 1995 study on the County and Lake Street Lots that includes new pricing and a review of the original concept. The Board was being asked to receive and file the reports and further action could occur as opportunity arises and strategies for action construction are devised. The Downtown Director reviewed that the longer the project is held off, costs will continue to increase and reviewed various funding options such as a parking special assessment, parking increases for fees and fines and a possible mill levy to help fund a potential parking deck.

The Downtown Director reported that Walker Parking consultants provided two reports to the DMB including a report on a conceptual design for the Darling Lot that includes both a mixed-use

Board members appreciated both reports; commented that looking at the cheaper option is most appropriate, but may not be the best option; that there could be challenges with location at County Lot and partnering with County; that according to Hyett Palma and Walker reports there is a parking deficit and a lot should be centrally located which would be the Darling Lot; heard from those in favor that construction of a deck should be built somewhere and find 100 spaces; make parking free for employees or incentivize to free-up prime spaces; that affordability of a deck on the Darling Lot will be a challenge; and that additional parking is needed with new residential units downtown and the vibrancy of retail and restaurants downtown.

Chairperson Rochon asked for public comments and heard that parking is an important issue and financing methods should be discussed publicly; and that two additional members from the public should be appointed to the Parking Committee.

Mr. Smith moved that, seconded by Mr. Carlson to receive and file the final reports from Walker Parking. Said motion was unanimously approved as submitted.

Discuss Downtown Trolley

The Task Force concurred that the best option for purchase would be the 1999 Molly Trolley that is listed for sale by the Mackinaw Trolley Company in Mackinaw City. Charlie Fossmo, current staff trolley driver, examined trolley, conversed with current owner and scheduled a test drive for January 12. DPW staff and the City mechanic will also go with Mr. Fossmo and inspect. The Task Force recommended the purchase of this trolley at a cost not to exceed \$45,000 pending the inspection.

The Downtown Director reported that the Trolley Task Force met January 9 and reviewed a number of potential trolley purchases provided by staff.

The Downtown Director reviewed that if the trolley is purchased it will have to go to Brown Motors in Petoskey or a mechanic in Gaylord if service is needed, and that it will no longer be able to be serviced at DPW; that it is in need of new brakes; that the trolley is in good shape; and that it has current inspections from MDOT and is road ready.

Board members inquired on how the seating capacity compared to current trolley; if the cost included painting and branding; if it is feasible to have Brown Motors look at engine as part of the inspection; discussed storage options; and that purchase approval should be dependent on further research on engine, repairs, service records, inspection, etc.

The Downtown Director responded that the existing trolley has 21 seats and the new trolley will have 26 seats with 2 seats accessible for wheelchairs and that the cost is only for the trolley.

This matter was sent back to the Task Force. Member Dan Harris will oversee an independent inspection and will negotiate with the owner. Purchase will proceed based on the outcome.

#### Approve Pennsylvania Park Restroom Renovation Project

January 16 meeting and reviewed two options either proceed forward with bathroom expansion/renovation project in 2017 contingent upon DMB and Council agreeing to share costs on a 50%/50% ratio; or direct staff to develop a Land and Water Conservation grant for bathroom improvements.

The Downtown Director reviewed that City staff and Rick Neumann, project architect, have reviewed plans for possible restroom renovation in Pennsylvania Park. City Council discussed at their

Mayor Murphy reviewed that City Council is in favor of renovating the bathrooms and will discuss matter at their February 6 meeting.

The City Manager reviewed that if a grant is submitted, notice wouldn't be awarded until early 2018 with hopes to begin construction after Labor Day in 2018; and that \$150,000 could be earmarked in both the 2018 General Fund and DMB Funds to prepare for the project, but if grant is approved then each party would only pay \$75,000.

Board members inquired on the nature of the grant and if City Council would be open to readdress matter. The City Manager responded that it is a DNR Land and Water Conservation Grant, with a maximum of \$150,000 which the local entity would match 50% of grant.

Mr. Smith moved that, seconded by Mr. Carlson to approve \$150,000 as soon as possible to partner with City Council to renovate the Pennsylvania Park restrooms contingent upon City Council sharing 50%/50% costs in 2017. Said motion was unanimously approved as submitted.

Chairperson Rochon asked for public comments and heard from those in favor of renovating bathrooms in 2017; inquiries if funds were budgeted or coming out of reserves; and that these types of projects should be budgeted and concerns with budgeting process.

#### Hear Committee Reports

reported on behalf of the Parking Committee and that Ambassadors are enforcing slightly reduced hours and evaluating when to issue tickets based on if customers can get to meters; and that 66 people used the Gift of Free Parking coupon during the holiday season.

The Downtown Director reviewed downtown sidewalk snow removal and the responsibilities of the merchants. The Downtown Director also

The Downtown Director reported on behalf of the Events Committee and that advertisement has begun for the Winter Carnival and reviewed Winter Carnival events.

In economic enhancement, the Downtown Director reported that Polish Kitchen on Petoskey Street is closing and that Thirsty Thursday is scheduled for January 19 with the subject being Special Assessment 101.

Hear City Staff Report

The City Manager reviewed that the recruitment process has begun for a new Parks and Recreation Director due to Al Hansen retiring March 31; that City Council approved the Emmet Street reconstruction project which will begin in spring of 2017; that the City received a grant for the Greenway Corridor Phase II segment which will begin this summer; and that City Council approved a water main project near Bayfront Park.

There being no further business to come before the Downtown Management Board, the meeting was adjourned at 8:35 P.M.