

**MINUTES OF THE MEETING OF THE
DOWNTOWN DEVELOPMENT AUTHORITY
HELD IN COUNCIL CHAMBERS ON WEDNESDAY, JULY 10, 2019**

Chairman Budnik called the meeting to order at 7:30 a.m.

ROLL CALL: PRESENT – Directors Alec Brietzke, Cory Budnik, Tom Gajewski, Boyd Haut, Scott McLennan, Preston Mertz, Barb Mills, Travis Peltz, Tim Pritchard (7:32 am) and John Budnik.

ABSENT – Directors Erik Nadolsky and James Przybyla.

OTHER PERSONS PRESENT – City Mgr. Joseph Hefe, Volunteer DDA Community Events Director Kim Margherio and Deputy Clerk/Treasurer Janet Nowak.

APPROVAL OF MINUTES:

A motion was made by Director Brietzke, seconded by Director Peltz, to approve the minutes of the June 19, 2019 meeting. Ayes—All, the motion carried.

CITIZENS APPEARING: None.

REPORTS:

CITY STAFF: - None.

VOLUNTEER DDA COMMUNITY EVENTS DIRECTOR

Volunteer DDA Community Events Director Kim Margherio reported that the Family Fun Day went extremely well.

COMMITTEES

•**Clock at the corner of North Third and East Michigan Ave** – Director Gajewski will call/email Nathan Bower of Bower Clock Company to find out the time line on repairing the clock.

•**Sailor’s Memorial** – City Mgr. Hefe reported that the committee has met and still collecting input on the big boulder the propeller is leaning on and waiting on pricing for the cement work.

•**Third & Erie** – Chr. Budnik reported that the light that shines on the “Welcome to Rogers City” sign has been replaced. A couple plants have been replaced at a cost of \$97.50.

•**NOAA signs** – 8 of the 12 NOAA signs have been installed at the Harbor.

•**Farmers Market** – Chr. Budnik reported that there were 8 vendors last week and expecting 10 this week. The hours of the Farmers Market are on Friday from 9 am to 12 pm.

•**Lights on Trees in the downtown** – Director McLennan asked for an update on the lights that are to be replaced on the trees in the downtown; City Mgr. Hefe stated that he did not have an update.

UNFINISHED BUSINESS: None.

NEW BUSINESS:

LAKEVIEW LOTS

City Mgr. Hefe reported that there were three offers on the Lakeview lots \$25,000, \$27,000 and \$30,000. The DDA has a grant commitment for an environmental study; that will pay for the monitoring to be done, determine level of contamination on each lot and create a due care plan for each lot. The environmental study will be completed by the end of 2019. Hefe stated that after speaking with City Attorney Michael Vogler, Michigan Department of Environment, Great Lakes, and Energy (MDEGLE) and environmental consultant he recommends the DDA hold off and thank everyone for the offers, do not accept any additional offers, get the environmental study done, get the intention from those who are providing the offer and consider the zoning of the properties and if the present zoning is appropriate for the properties based on the vision of the DDA or Planning Commission. Also it was his understanding that if the properties are sold as is, the buyer would have to bear the cost of the baseline environmental assessment (BEA) and phase 1 study; however after the study is completed and the property is zoned residential the new buyer would not be required to do the BEA and phase 1. Discussion was had on the importance of the environmental study and reason to move forward with the study, what the property is currently zoned and the process to rezone the property to residential. Director Budnick asked if the DDA would have to pay the commission fee on the third offer that was not written by a broker. Realtor, Amy Muckle was in attendance and stated that if the offer was not written by a broker there would be no fee. The group who put in the third offer was in attendance and asked questions, voiced their concerns and asked that the DDA look at the offers today and make a decision.

DDA RESOLUTION NO. 2019-18

A motion was made by Director Brietzke, seconded by Director Haut, to continue with the environmental study, table the offers until January 1, 2020 with the understanding that the property will not be sold until after the study is completed.

Ayes, All - the motion carried.

OTHER BUSINESS: None.

ADJOURNMENT:

The meeting adjourned at 8:38 a.m.

**MINUTES OF THE MEETING OF THE
DOWNTOWN DEVELOPMENT AUTHORITY
HELD IN COUNCIL CHAMBERS ON WEDNESDAY, AUGUST 14, 2019**

Chairman Budnik called the meeting to order at 7:30 a.m.

ROLL CALL: PRESENT – Directors Alec Brietzke, Tom Gajewski, Boyd Haut, Scott McLennan, Preston Mertz, Barb Mills, Erik Nadolsky, Travis Peltz, Tim Pritchard and John Budnik.

ABSENT – Directors Cory Budnick and James Przybyla.

OTHER PERSONS PRESENT – City Mgr. Joseph Hefe, Volunteer DDA Community Events Director Kim Margherio and Deputy Clerk/Treasurer Janet Nowak.

APPROVAL OF MINUTES:

A motion was made by Director Mills, seconded by Director Nadolsky, to approve the minutes of the July 10, 2019 meeting. Ayes—All, the motion carried.

CITIZENS APPEARING: None.

REPORTS:

CITY STAFF

•**Lakeview Property** - City Mgr. Hefe reported that the environmental work on the Lakeview Property lots has been postponed until further notice. Equipment that Michigan Department of Environment, Great Lakes, and Energy (EGLE) uses to do the work has broken down. Catch basins that are tied to our storm drain were discovered on the Lakeview Property near where the old Storms Ice building was located. The DPW has filled the catch basins. The Planning Commission will be conducting a public hearing to receive oral or written comments concerning a proposed rezoning of the Lakeview Property lots.

•**Inn Project** –Hefe explained that the developers of the Inn Project will need to secure a grant for possible environmental work. The reason the DDA will be involved is because the DDA is also the Brownfield Authority. The DDA will only be a conduit for the grant and will not be financially liable. Julie Low with EGLE will be attending the next DDA meeting to explain the process.

VOLUNTEER DDA COMMUNITY EVENTS DIRECTOR

Volunteer DDA Community Events Director Kim Margherio reported the Summer Concert Series is wrapping up with one more concert left. She is working on the Christmas parade and the holiday movie date was set. Directors thanked Margherio for her work on the Summer Concert Series.

COMMITTEES

•**Clock at the corner of North Third and East Michigan Ave** – Director Gajewski has not heard back from Nathan Bower of Bower Company. They were scheduled to work on the clock in August. Gajewski will contact Bower for an update.

•**Farmer Market** – Chr. Budnik reported the last four weeks the Farmer Market has been averaging 4 to 10 vendors.

•**Poker run** – Director McLennan reported the committee is continuing to work on the poker run and will be combining it with a pirate fest. The event will possibly take place the weekend of July 4th 2020.

UNFINISHED BUSINESS: None.

NEW BUSINESS:

ELECTION OF CHAIRPERSON

DDA RESOLUTION NO. 2019-19

A motion was made by Director Mills, seconded by Director Brietzke, to elect John Budnik as Chairperson.

Ayes-All, the motion carried.

ELECTION OF VICE-CHAIRPERSON

DDA RESOLUTION NO. 2019-20

A motion was made by Director McLennan, seconded by Director Mertz, to elect Erik Nadolsky as Vice-Chairperson.

Ayes-All, the motion carried.

FARMER MARKET BATHROOMS

City Mgr. Hefe stated that City Council did authorize installing a portable toilet at the Erie and Fourth Street parking lot this year as long it was paid for by the DDA. Director McLennan will allow it to be placed on his property so that it will not be in the middle of the parking lot. Discussion was had on bathroom options for the farmer market vendors. Both Nowicki's Sausage Shoppe and Domaci Gallery have restrooms the vendors can use. Director Nadolsky will contact Jeffrey Idalski, owner of the gym on the corner of Fourth and Erie to find out if he will allow the vendors to have access to the restroom and Director Brietzke will check with the Servicemen's Club. The consensus was to not install a portable toilet at the Erie and Fourth Street parking lot this year.

THIRD STREET SIDEWALK REPAIRS

City Mgr. Hefe reported that there was an accident a couple of weeks ago on a Third Street sidewalk near Rogers City Home Furnishings; this area of sidewalk has been a concern and something needs to be done. Hefe gave a brief overview of the information that was included in the meeting packet on what needs to be done to repair the sidewalks on Third Street and an estimate of what it would cost. Replacing the trees with smaller growing trees was discussed. Hefe did some research on this and there is no perfect tree, but did find out it is important to plant more than one species. DPW Supt. Wenzel did contact Netta's and they recommended a crab tree that does not drop its fruit and is not fast growing. Kim Margherio will contact Presque Isle Soil Conservation District Forester Brittany Vanderwall for a recommendation on what tree species to plant on Third Street.

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THIRD STREET TREE LIGHTS

Included in the meeting packet was information regarding the lights on Third Street trees and approximate cost to add/replace lights where necessary. Discussion was had on making the lighting look right by making sure the lights are the same hew and that there are enough on each tree to make them bright. Director McLennan will check with the City of Charlevoix Main Street Director on the type of lights they use and the number of lights per tree to bring back for the next meeting so the Directors will have more information to make a decision.

OTHER BUSINESS:

- Mayor McLennan has setup a meeting with the MEDC to come to Rogers City on Wednesday August 14th at 6pm and speak with the business community about business grants/assistance offered by the State. The MEDC will also talk about the Main Street Program.
- Thank you – Chr. Budnik asked that thank you notes be sent to the following: PIG tournament director Mike Tulgetstke, Nautical Festival Committee, VFW for placing the flag at Third and Erie and Al Stiller for his work on the billboard sign.
- Third and Erie Street Project – Chr. Budnik reported that some of the stamped concrete needs to be replaced and will be done soon at no cost to the DDA.

CLOSED SESSION: None.

ADJOURNMENT:

A motion was made by Director Nadolsky, seconded by Director Peltz to adjourn the meeting at 8:33 am.

John Budnik, Chairman

Janet M Nowak, Deputy Clerk/Treasurer

**MINUTES OF THE MEETING OF THE
DOWNTOWN DEVELOPMENT AUTHORITY
HELD IN COUNCIL CHAMBERS ON WEDNESDAY SEPTEMBER 11, 2019**

Chairman Budnik called the meeting to order at 7:32 a.m.

ROLL CALL: PRESENT – Directors Alec Brietzke, Cory Budnik, Tom Gajewski, Scott McLennan, Erik Nadolsky, Travis Peltz, Tim Pritchard, James Przybyla and John Budnik.

ABSENT – Directors Boyd Haut, Preston Mertz and Barbara Mills.

OTHER PERSONS PRESENT – City Mgr. Joseph Hefele, Volunteer DDA Community Events Director Kim Margherio and Deputy Clerk/Treasurer Janet Nowak.

APPROVAL OF MINUTES:

A motion was made by Director Budnik, seconded by Director Peltz, to approve the minutes of the August 14, 2019 meeting. Ayes—All, the motion carried.

CITIZENS APPEARING: Several of the residents from Lakeview Drive were in attendance to hear what was being discussed regarding the Lakeview property.

REPORTS:

CITY STAFF

City Mgr. Hefele read the hand out that was provided at the meeting of the DDA FY2019-20 budget, which included expenses through September 11, 2019. Director Przybyla asked if the Marina had a good season; will the DDA funds designated for the Marina still be transferred. Hefele stated that he will not know until the end of the fiscal year.

Hefele updated the Directors on the Atlantic salmon planting. The committee that makes the recommendation to the DNR will be meeting in October.

VOLUNTEER DDA COMMUNITY EVENTS DIRECTOR

Volunteer DDA Community Events Director Kim Margherio reported the summer concert series wrapped up and went well this year; working on next year's concerts. Margherio has turned in the reports from Family Fun Day to Erika Comerford with Carmeuse Lime & Stone and was within budget. Margherio spoke with Comerford about the plan to grow the Family Fun Day into a Pirate Festival and hopes we can count on Carmeuse Lime & Stone's support, which Comerford said we can. Rogers City resident James Smythe will be donating three giant pumpkins. Margherio stated that she has arranged for a carver to carve one of the pumpkins at a cost of \$250. Smythe will turn the other two pumpkins into jack-o-lanterns and they will be placed at Third and Erie. The carved pumpkin will be placed in front of City Hall. The pumpkin carving will be turned into an event and at a later date there will be a pumpkin lighting event. Margherio has been working with others on the Christmas Parade; this will take place on December 6th. Discussion was had on a Halloween decoration competition for the downtown businesses and how the surplus from the concert series/events could be spent; it was explained it could be used to hold events that will bring people to the downtown. Also discussed was the concerts series, having a 50/50 raffle at each concert and having "friends of the concert series" to help pay for concerts.

COMMITTEES

•**Clock at the corner of North Third and East Michigan Ave** – Director Gajewski reported the parts to the clock have been sent to Nathan Bower in Traverse City to be repaired. We should have the parts back by the end of September and the DPW will reinstall them.

•**Farmer Market** – Chr. Budnik reported there have been 11 to 17 vendors the last month and the farmer market will continue through September.

•**Poker run** – Director McLennan stated the poker run is still being worked on and hopefully it will take place the weekend of July 4, 2020.

UNFINISHED BUSINESS: None.

NEW BUSINESS:

BROWNFIELD GRANT – INN & COTTAGE PROJECT

City Mgr. Hefele gave a brief synopsis of the Brownfield grant for the proposed Inn & Cottage project; information was included in his Manager's report. Michigan Department of Environment, Great Lakes, and Energy (EGLE) coordinator Julie Lowe was in attendance to discuss a potential Brownfield grant. Lowe explained the grant is a site assessment grant, which only covers the investigation of soil and ground water on the property. The site assessment grant is a two-step process; first step is approval, which this project has been preapproved for \$61,000 for the site assessment. The second step is the grant application. Lowe will work with Hefele and Kevin from Saggasser & Associates on the grant application. Lowe further explained that the developer purchased the property and did not conduct a baseline environmental assessment (BEA), which elevates liability to the new owner when they purchase a site. The property was not a facility when the developer bought the property, so it is based on the history which was a bulk oil property. Anticipate start date for the soil boring is December 2019. Lowe explained this grant program is different from the Lakeview lots in that the equipment to do the site assessment is contacted out and there is a redevelopment piece to the project in case there is need for cleanup; Lowe can get grant money to fund the cleanup.

DDA RESOLUTION NO. 2019-21

A motion was made by Director Przybyla, seconded by Director Budnik, authorizing Chairman Budnik or City Mgr. Hefele sign any and all paperwork to move the Brownfield grant for the Inn and Cottage project.

Ayes-All, the motion carried.

FISHING UNIVERSITY

City Mgr. Hefele explained the Fishing University approached the City to host the filming of the Fishing University that will be aired nationwide. The Presque Isle County EDC will pay 60% and the DDA 40% of the cost for seven motel rooms for six nights. Because of short notice the Show waived the \$12,000 charge to film in Presque Isle County. The reason for the short notice was due to a cancellation. Along with filming the fishing,

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there will be a 90 second promotional spot that will included different areas of Presque Isle County that will air during the fishing episodes, they will do a presentation at Rogers City High School and Onaway High School to talk about career opportunities in the outdoors with Presque Isle Soil Conservation District Forester Brittany Vanderwall and Blake Gingrich from Hoeft State Park as guest speakers. City Mgr. Hefele reported on the itinerary; which lakes they will be fishing (Grand Lake and Black Lake), the meal schedule and how local businesses will be accommodating the crew. Hefele stated that he will be asking local people to volunteer to eat with the crew at the scheduled meals; will be sending out an email of the itinerary. The crew will be here September 13th-19th. Discussion was had on the need for promotional information to have available for the 90 second spot. Director McLennan stated this is why we need the Main Street Program.

LAKEVIEW LOTS

City Mgr. Hefele reported that the equipment to do the environmental work broke down and is in the Upper Peninsula and the equipment that EGLE uses in the Lower Peninsula is not available. At this time there is no set date for when the work will be done. Lowe stated she will make some contacts to try to get this moving. Richard Tulgetske (1070 Lakeview) stated that the sale of the property should go through. City Mgr. Hefele stated that the advice from the City Attorney and environmental consultant was to do the environmental work prior to selling the property. Lowe explained the importance and why the environmental work is done prior to the sale of the property, with one of the reasons being public health. Hefele explained that the Lakeview lots did go through a public hearing with the Planning Commission to rezone, but because of the rush city staff did not take the time on how it should be done and there may be another hearing. Discussion ensued on the need to rezone the lots. Hefele explained that the reason for the rezoning was because it may come into play with the environmental work and may make the closure easier. After a lengthy discussion it was decided to hold a workshop to discuss the zoning of the Lakeview lots.

THIRD STREET SIDEWALK REPAIRS/TREES

City Mgr. Hefele stated that we go ahead and grind down and replace the sidewalks and remove the trees. New trees will be planted in the spring. There was no update on what type of replacement trees or the lighting.

OTHER BUSINESS:

Director McLennan reported that he hosted an out of town City official and asked what she thought when driving into Rogers City and what it needs. She stated that downtown buildings need to be spruced up.

CLOSED SESSION: None.

ADJOURNMENT:

A motion was made by Director Brietzke, seconded by Director Nadolsky to adjourn the meeting at 8:37 am.

John Budnik, Chairman

Janet M Nowak, Deputy Clerk/Treasurer