

**MINUTES OF THE MEETING OF THE
DOWNTOWN DEVELOPMENT AUTHORITY
HELD IN COUNCIL CHAMBERS ON WEDNESDAY, OCTOBER 23, 2019**

Chairman Budnik called the meeting to order at 7:31 a.m.

ROLL CALL: PRESENT – Directors Alec Brietzke, Cory Budnick, Tom Gajewski, Boyd Haut, Scott McLennan, Preston Mertz, Erik Nadolsky, Travis Peltz, James Przybyla and John Budnik.

ABSENT – Directors Barbara Mills and Tim Pritchard.

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 Budnick, seconded by Director Peltz, to approve the minutes of the September 11, 2019 meeting. Ayes—All, the motion carried.

CITIZENS APPEARING: None.

REPORTS:

CITY STAFF

City Mgr. Hefele had nothing further to add to the manager's report that was included in the meeting packet.

VOLUNTEER DDA COMMUNITY EVENTS DIRECTOR

Volunteer DDA Community Events Director Kim Margherio reported that the pumpkin lighting went well. On Friday, October 18th Ed Moody carved the giant pumpkin in front of City Hall. The giant pumpkins were donated by James and Ouida Symthe and they are hoping to make the giant pumpkins into a bigger event next year. Margherio will be working on promoting a business open house on Saturday, November 30th for the downtown businesses. The Christmas parade is scheduled for Friday, December 6th. The Christmas movie is scheduled for December 21st and the movie will be the Grinch. Margherio is planning events for the Spring of 2020.

COMMITTEES

•**Clock at the corner of North Third and East Michigan Ave** – Director Gajewski reported the clock was repaired and as soon as the invoice is paid the gears will be sent back to us. Total amount to repair the clock was \$1,174.80.

•**Farmers Market** – The Rogers City Farmers Market will have an ad in the "Taste the Local Difference Magazine" with Director Gajewski paying for the ad; cost of the ad is \$100.

•**Poker run** – Director McLennan stated the poker run committee has been meeting regularly and plan to make this happen in 2020.

UNFINISHED BUSINESS: None.

NEW BUSINESS:

ECONOMIC DEVELOPMENT/COMMUNITY MARKETING PLANS

Included in the meeting packet was a draft copy of the economic development and community marketing plans. The plans were drafted by Joe Borgstrom of Place & Main. City Mgr. Hefele asked the Directors to look at the plans and if they see any errors or anything missing to let him know so that those changes could be communicated to Mr. Borgstrom prior to the forum that will take place on Wednesday, November 6th at the Rogers City Theatre. The forum will be advertised in the newspaper and invitations will be emailed and hand delivered to the area businesses.

MAIN STREET PROGRAM

Director McLennan stated that plans have been developed over the past years such as the harbor sustainability plan; unfortunately, these plans have been set aside and sat on the shelf because there was no one to implement and see the plans through. He explained this would be a role for a main street director. Discussion was had on the importance of the main street program, sustaining and funding a director, business community involvement, office setting for a director and what Boyne City has done with the main street program. A workshop will be held after the first of the year to discuss potential funding sources, amount needed and how to get the momentum moving.

MARKETING PACKET

Director McLennan stated that when the fishing university was here they requested a marketing packet and unfortunately, we don't have one; in the past brochures were pulled together to make a packet. There is a need for a professionally done packet and a website that markets the community. Discussed the importance of a community website that has up-to-date information with a calendar that lists all events. City Mgr. Hefele stated that there is a gap and marketing the community is one of them, which a main street director would fill.

October 23, 2019

LIGHTING

Due to lack of quorum this agenda item will be discussed at the next DDA meeting.

ANNUAL FINANCIAL REPORT

Included in the meeting packet was a copy of the DDA annual report for fiscal year ending June 30, 2019.

DDA RESOLUTION NO. 2019-22

A motion was made by Director Przybyla, seconded by Director Nadolsky, to approve the Downtown Development Authority Annual Report for Fiscal Year ending June 30, 2019 as presented.

ROLL CALL: Ayes-All, the motion carried.

OTHER BUSINESS: None.

CLOSED SESSION: None.

ADJOURNMENT:

Due to lack of quorum the meeting adjourned at 8:31 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, DECEMBER 11, 2019**

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

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

ABSENT – Directors Alec Brietzke, Boyd Haut and Preston Mertz.

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

APPROVAL OF MINUTES:

A motion was made by Director Nadolsky, seconded by Director Peltz, to approve the minutes of the October 23, 2019 meeting. Ayes—All, the motion carried.

CITIZENS APPEARING: None.

REPORTS:

CITY STAFF

City Mgr. Hefele reported on the following:

- MEDC grant was secured for the former Vogelheim property on Lake Huron. Kickoff meeting will take place in January with the Developer and EGLE representative.
- Lakeview lot field work should be complete. Jeff Arch from Sagasser & Associates will be working on the report after the first of the year and hope to have it complete by the end of February 2020.

VOLUNTEER DDA COMMUNITY EVENTS DIRECTOR

Chairman Budnik thanked Volunteer DDA Community Events Director Kim Margherio, Presque Isle County Historical Museum and Gary Rickard for their efforts with the Christmas parade. Margherio reported on the following:

- Downtown Business Holiday open house went well as did the Christmas parade.
- The Presque Isle District Library and DDA Family Christmas Program will take place on Saturday, December 21st at the Rogers City Theatre. The movie the “Grinch” will be featured. Peace Lutheran will also be assisting with the event.
- The concert series will start on June 19, 2020.
- Pirate Festival is scheduled to take place July 3rd and 4th. Carrie Caruso and her Ensemble will be performing during the festival.
- Margherio and Director Peltz are working on a Facebook page.
- October 2nd and 3rd planning a Pumpkin Festival with Jim Smythe spear heading the event.

Director McLennan stated that having DDA Directors and Council Members attend events shows good support to the community and shopping locally is important. The DDA Directors thanked Margherio for the work she has done for the DDA.

COMMITTEES

- Clock at the corner of North Third and East Michigan Ave** – Director Gajewski reported that the gears to the clock were given to Supt. Roger Wenzel, however, Wenzel was missing a part; this will be followed up on.
- Poker run** – Director McLennan reported the poker run is on track and have received contact from boaters who are interested in the event.

UNFINISHED BUSINESS: None.

NEW BUSINESS:

ECONOMIC DEVELOPMENT/COMMUNITY MARKETING PLANS

Included in the meeting packet was a copy of the completed economic development and community marketing plans. City Mgr. Hefele asked the Directors to let him know if they had anything that needed to be added, deleted or if there were any errors. Director Przybyla asked for an explanation of the information on page 12 “projected retail gap + potential targets”. Hefele will email Joe Borgstrom of Place & Main and ask for an explanation; when Hefele receives an explanation, he will forward it to the Directors. The plans will be posted on the City web-site. On page 10 the spelling of Carmeuse needed to be corrected. Discussed the next step, which was explained on page 21. Director McLennan met with Rogers City Area Chamber of Commerce and they asked what they could do to help the City. McLennan gave them a copy of page 21 of the plan that explains the steps. The consensus was to hold a workshop to discuss how to implement the plans and the main street program. Hefele will email the Directors with possible dates for a workshop.

December 11, 2019

Director McLennan will be giving a preview of the plans at the next Team Rogers City meeting on Friday, December 27th at 4pm at Up North 23.

FOURTH AND ERIE STREET PARKING LOT

Assistant to the Engineer Toby Kuznicki has been communicating with Consumers Energy and their consultant on “fast charge” electronic vehicle charging stations that could be installed at the Fourth and Erie Street parking lot. There is a large gap in Northern Michigan of “fast charge” charging stations, which means that people who own this type of vehicle and may not normally come to Rogers City, it will give them a reason and while they are waiting for their vehicle to charge they may shop in our downtown. Hefele explained that we would start off with two charging stations and that with using the charger grant dollars as a match and CDBG grant there may be little to no cost to the City. Hefele and Kuznicki met with Lindsey from the MEDC for funding and if we are going to do this to also do the nook and overhaul the parking lot. Hefele also explained that there is little time to pull this off and will need to decide soon; this would be a 2020 project. Further discussion was had on the charging stations. A workshop will be held after the holidays to discuss this.

LIGHTING

City Mgr. Hefele gave a brief overview of the lighting of trees information that was included in the meeting packet. Discussion was had on the number of strands that are needed on the trees and the need for the trees to be lighted. Consensus was to replace the lights with one less strand than recommended.

DDA RESOLUTION NO. 2019-23

A motion was made by Director McLennan, seconded by Director Peltz, to spend up to \$5,500 on lights for the trees in the Downtown.

ROLL CALL: Ayes-All, the motion carried.

LAKESIDE PARK KIOSK

City Mgr. Hefele reported on the information regarding the Lakeside Park kiosk that was included in the meeting packet. Discussion was had on the concern that the informational kiosk and NOAA signs are not compatible in design and would not be cohesive. Also discussed was installing the kiosk at Third and Erie and a kiosk for the boaters be installed on the comfort station building. It was decided to discuss this further at the next regular DDA meeting.

OTHER BUSINESS: None.

CLOSED SESSION: None.

ADJOURNMENT:

A motion was made by Director Nadolsky, seconded by Director Mills, to adjourn the meeting at 8:40 am.

John Budnik, Chairman

Janet M Nowak, Deputy Clerk/Treasurer