

**MINUTES OF THE WORKSHOP MEETING OF THE
DOWNTOWN DEVELOPMENT AUTHORITY
HELD IN COUNCIL CHAMBERS ON WEDNESDAY, JANUARY 8, 2020**

Vice Chairman Erik Nadolsky called the workshop to order at 7:39 am.

PRESENT: Directors Alec Brietzke, Cory Budnick (in at 7:51), Tom Gajewski (out at 8:47), Scott McLennan, Preston Mertz, Barb Mills, Erik Nadolsky (out at 8:53).

ABSENT: Directors Boyd Haut, Travis Peltz, Tim Prichard, Jim Przybyla and John Budnik.

OTHER PERSONS PRESENT: City Mgr. Joseph Hefele, Clerk/Treasurer Terri Koss, Kim Margherio and Gary Rickard.

The purpose of the workshop was to discuss implementation of the Economic Development and Community Marketing plans.

City Mgr. Hefele reviewed the Economic Development and Community Marketing plan and “Team Rogers City” office tasks as included in the meeting packet.

The consensus of the directors was that the business community has to work together and bring the community along with it. Community members need to be contacted for assistance. Director McLennan stated the Main Street program will assist in many areas. Director Brietzke stated if each director contacted the groups they are affiliated with, would be a good way to spread the word about this program. Director Gajewski inquired about the qualifications for the Team Rogers City position. Director Nadolsky stated that this millage would be a very hard sell for the City and suggested all the surrounding Townships be contacted for assistance in this endeavor.

An additional workshop is needed to complete the checklist.

The workshop adjourned at 8:56 am.

Erik Nadolsky, Vice Chairman

Terri L. Koss, City Clerk/Treasurer

**MINUTES OF THE WORKSHOP MEETING OF THE
DOWNTOWN DEVELOPMENT AUTHORITY
HELD IN COUNCIL CHAMBERS ON WEDNESDAY, JANUARY 15, 2020**

Chairman Budnik called the workshop to order at 7:30 am.

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

ABSENT: Directors Cory Budnick, Travis Peltz and James Przybyla.

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

The purpose of the workshop was to discuss Fourth and Erie Street parking lot.

City Mgr. Hefele gave a brief overview of the “fast charge” charging stations; time is the essence and recommends getting the application in for the charging station. The following was discussed:

- Charging stations - Discussed the cost of the charging station; do as much as can be done with parking lot, nook and Third and Erie Street parking lot so that there is zero cost to the City. Also discussed the location of the charging station. Assistant to the Engineer Toby Kuznicki explained the Consumer Energy grant criteria lead to where the charging station is to be located in the parking lot.

- Nook – Discussion was had on creating an inviting artsy space with a stamped paved concrete winding path through the nook with grass, shrubs, benches and tables. The grassy area would need to have irrigation and be maintained on a regular basis; possibly with volunteers. Director Pritchard stated some time ago David Little had created a design to update the nook. Pritchard will contact him to see if he could get a copy of the design. Also discussed was updating the lighting.

- Parking lot – City Mgr. Hefele stated that storm water drainage will be included in the parking lot and alley work. The light poles and overhead lines are an eye sore. Hefele will find out the cost to have the lines relocated. He will also contact Consumers Energy to find out if they will replace the light poles or repaint them. Discussion was had on adding grassy areas and/or landscaped areas within the parking lot. Tree replacement was also discussed.

- Signage - New signage for the farmer’s market will be needed if they stay at this location. City Mgr. Hefele recommended signage on a small scale and asked the Directors on how many “public parking signs” are needed; consensus was one with landscaping around it. Discussed a sign on West Michigan Ave that directs people to the charging station. Other signage ideas were events information kiosk for the corner of N Second and E Erie and a sign that business owners could buy a spot to advertise their business.

- Alley – Discussed blocking the alley behind Larry Bruski’s building and creating two separate parking lots. Also discussed how this will affect the flow of traffic and snow plowing. Hefele will ask the DPW if this will cause an issue with snow plowing.

Planner and Goal – Discussion was had on the need for a planner to draw a plan so the Directors have a vision on how it is going to look. Hefele stated that the Directors would need to give the planner some direction of what they have in mind. The goal for the CBDG grant is soon with the hopes to break ground September 2020.

The workshop adjourned at 8:46 am.

John Budnik, Chairman

Janet Nowak, Deputy Clerk/Treasurer

**MINUTES OF THE WORKSHOP MEETING OF THE
DOWNTOWN DEVELOPMENT AUTHORITY
HELD IN COUNCIL CHAMBERS ON WEDNESDAY, JANUARY 17, 2020**

Chairman Budnik called the workshop to order at 7:32 am.

PRESENT: Directors Alec Brietzke, Cory Budnick, Scott McLennan, Barb Mills, Erik Nadolsky, Travis Peltz, Tim Pritchard and John Budnik.

ABSENT: Directors Tom Gajewski, Boyd Haut, Preston Mertz and James Przybyla.

OTHER PERSONS PRESENT: Volunteer DDA Community Events Director Kim Margherio and Deputy Clerk/Treasurer Janet Nowak.

The purpose of the workshop was to discuss the implementation of the Economic Development & Community Marketing plans.

Director McLennan started the meeting by giving a brief overview of the discussion that took place at the previous DDA workshop that was held on January 8, 2020. McLennan explained that a source of funding could be generated through the Convention and Visitors Bureau (CVB) if it becomes active again in this area. CVB is funded from Hotels/Motels/B&B that access a separate room tax for this purpose. The following topics were discussed:

DDA Director and Main Street Director – Funding was discussed and where the funds would come from; millage, DDA contribution, anonymous donor \$10,000 with another entity matching the other \$10,000. There was concern that the DDA Director would not be guaranteed a position once or if we are approved for a Main Street Director. Also discussed was running the DDA Director through the Chamber of Commerce. Discussion was had on hiring a College Intern for the 2020 Summer months. The consensus was to reach out to a College Intern, which Director Budnick volunteered to research and bring back to the next regular DDA meeting.

Main Street Program – The Main Street Program application would have to be submitted by December and we will be notified if we are approved the following March.

Business and Community forum – McLennan stated that Gary Rickard has offered his facility so that McLennan as Mayor could host a coffee hour or meetings on a smaller scale to discuss the plans and Main Street Program. Director Mills stated that hosting these meetings at different locations, i.e. Restaurants and Coffee Shops would be beneficial. Discussion was had on how to approach the vision and benefits of the Main Street Program, i.e., meeting with groups/organizations. After further discussion Chr. Budnik volunteered to contact the Presque Isle District Library for availability of the Rogers City Theatre to hold a Town Hall meeting. The consensus was to hold the meeting in February.

Economic Development Strategy – Implementation of the Plan – McLennan briefly went through the list that was created by Joe Borgstorm at Place and Main and who would be tasked to implement each objective.

The workshop adjourned at 8:46 am.

John Budnik, Chairman

Janet Nowak Deputy Clerk/Treasurer

**MINUTES OF THE MEETING OF THE
DOWNTOWN DEVELOPMENT AUTHORITY
HELD IN COUNCIL CHAMBERS ON WEDNESDAY, FEBRUARY 12, 2020**

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

ROLL CALL: PRESENT – Directors Cory Budnick, Tom Gajewski, Boyd Haut (7:33 a.m.), Scott McLennan, Preston Mertz, Barb Mills, Erik Nadolsky (7:32 a.m.), Travis Peltz, Tim Pritchard and John Budnik.

ABSENT – Directors Alec Brietzke and James Przybyla.

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 McLennan, seconded by Director Peltz, to approve the minutes of the December 11, 2019 regular meeting. Ayes—All, the motion carried.

CITIZENS APPEARING: None.

REPORTS:
CITY STAFF

City Mgr. Hefele had nothing 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 funding for the 2020 Concert Series is moving along.

COMMITTEES

•**Poker Run** – Director McLennan reported the Poker Run is on track and will have an update at the next regular DDA meeting.

UNFINISHED BUSINESS:

ECONOMIC DEVELOPMENT/COMMUNITY MARKETING PLANS

The Economic Development/Community Marketing plans Town Hall meeting will take place on February 21, 2020 at the Rogers City Theatre at 7 p.m. Director McLennan stated that the meeting should be no longer than an hour long; it will include a powerpoint presentation and open meeting for questions. He explained that to move forward with an economic plan and main street program will need to involve everyone in the community. Discussed how to inform the community and businesses of the Town Hall meeting; i.e., email, newspaper ad, social media and distributing invitations to local businesses. Also discussed was how to get accurate information out about the Plans and Main Street Program; i.e. social media, newspaper, meeting with organizations and holding events at local coffee shops. Rogers City Area Chamber of Commerce President Brent Osterhout was in attendance and stated that the Chamber and DDA are overlapping in some areas and will need to work together to eliminate this. He suggested forming a sub-committee that consists of both DDA and Chamber members. Osterhout stated that the Main Street Program depends on volunteers and the Town Hall meeting would be a good time to have volunteer signup sheets available. McLennan stated that there will be signup sheets available at the meeting. Osterhout briefly explained what the Chamber is working on, i.e. business improvement trainings, marketing, entrepreneur training and other training workshops. The Directors thanked Osterhout.

FOURTH AND ERIE STREET PARKING LOT

City Mgr. Hefele reviewed the Fourth and Erie Street parking lot information that was included in the meeting packet under Manager's report. Discussion was had on the cost of the project and what would the DDA be responsible for; Hefele explained that the goal is one hundred percent grant funding. There will be initial expense to hire a consultant to draw the plan. Discussed the cost of a consultant and if there are funds in the DDA budget to pay for a consultant. Hefele gave a brief overview of the DDA budget.

February 12, 2020

DDA RESOLUTION NO. 2020-01

A motion was made by Director Pritchard, seconded by Director Budnick, to authorize City Mgr. Hefele move forward with hiring a consultant to draw up a plan for the Fourth and Erie Street parking lot with the City Manager to keep the preliminary costs in the ballpark where we were on the Third and Erie project and his discretion on the consulting firm.

Ayes – All, the motion carried.

NEW BUSINESS: None.

OTHER BUSINESS:

- Cement work on Third Street - City Mgr. Hefele stated that this will possibly take place in the spring.
- 2020 Summer Intern - Directors McLennan, Budnick and City Mgr. Hefele spoke with a representative from Northwood Institute about the possibility of an intern for this summer. Hefele explained that it would be beneficial, but we need a DDA Director who could give the intern tasks to do. If all works well and goes as plans there is a possibility that after July 1, 2020 there will be a DDA Director.

CLOSED SESSION: None.

ADJOURNMENT:

The meeting adjourned at 8:22 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, MARCH 18, 2020**

Vice Chair Erik Nadolsky 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, Travis Peltz and Erik Nadolsky.

ABSENT – Directors Cory Budnick, John Budnik, Tim Pritchard and James Przybyla.

OTHER PERSONS PRESENT – 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 January 8, 2020, January 15, 2020, January 17, 2020 workshop meetings and February 12, 2020 regular meeting. Ayes—All, the motion carried.

CITIZENS APPEARING: None.

REPORTS:

CITY STAFF – There were no comments to the Manager's report that was included in the meeting packet.

VOLUNTEER DDA COMMUNITY EVENTS DIRECTOR – No report.

COMMITTEES – No reports.

The following agenda items were put on hold:

DDA/Main Street Office

Erie Street parking lot

FY 2020/2021 Budget

Director McLennan stated that the Main Street initiative is well supported and reported that there has been a number of Town Hall type meetings conducted and they were well attended. Also, there is a separate grass roots group that is supporting it and he encouraged the DDA Directors to go onto the Michigan Main Street website to gain background information.

NEW BUSINESS:

PIRATE FESTIVAL

Director Mertz reported that we need a special liquor license for the July 4th Poker Run.

DDA RESOLUTION NO. 2020-02

A motion was made by Director McLennan, seconded by Director Gajewski, to approve the special liquor license for the July 4th Poker Run/Pirate Festival.

Ayes – All, the motion was carried.

OTHER BUSINESS:

Lakeview Property lots – Vice Chair Nadolsky stated that he has received inquiries on the Lakeview Property lots and asked what the status was on the property. Director McLennan stated this is on hold.

Hops in the Hole – Director Mertz stated that Rick Wagner approached him with a letter to the DDA for a "Hops in the Hole" beer fest. Wagner is looking for the Director's support; a brief discussion was had on this.

CLOSED SESSION: None.

ADJOURNMENT:

A motion was made by Director Brietzke, seconded by Director Mills to adjourn the meeting at 7:40 am.

Erik Nadolsky, Vice Chairman

Janet M Nowak, Deputy Clerk/Treasurer