

**MINUTES OF THE MEETING OF THE
DOWNTOWN DEVELOPMENT AUTHORITY
HELD VIA ZOOM PLATFORM AND IN COUNCIL CHAMBERS
ON WEDNESDAY, APRIL 21, 2021**

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

This meeting included electronic components, with most DDA directors and staff attending in person and that public and media wishing to attend were required to do so by Zoom due to COVID-19 occupancy limits for the council chambers established by the Michigan Department of Health and Human Services.

ROLL CALL: PRESENT- City: Directors Alec Brietzke, Tom Gajewski, Kim Margherio, Scott McLennan, Preston Mertz, Erik Nadolsky, Travis Peltz, Tim Pritchard (7:32 am), James Przybyla (in 7:34 am and out 8:08 am), and John Budnik.

ABSENT – Directors Cory Budnick and Barb Mills.

OTHER PERSONS PRESENT – City Mgr. Joseph Hefele and Deputy Clerk/Treasurer Janet Nowak.

APPROVAL OF MINUTES:

A motion was made by Director McLennan, seconded by Director Gajewski, to approve the minutes of the March 10, 2021 Regular meeting. Ayes—All, the motion carried.

CITIZENS APPEARING: None.

REPORTS:

CITY STAFF

City Mgr. Hefele reported that MDOT will be meeting with City Staff to discuss making the intersection at Third and Erie safer for people crossing the street.

COMMITTEES

Director Margherio reported on the following:

Art Walk – Will take place on June 11, 2021.

Concerts – the Summer Concert Series is moving forward.

Pirate Festival – this is also moving forward and currently working on the parade.

Director McLennan reminded the Directors of the Main Street check-in that will take place this afternoon at 2pm.

Farmers' Market – Chr. Budnik reported that there have been a lot of inquiries. The Farmers' Market will start the first Friday in June; however, some vendors are interested in starting the last Friday in May. He thanked Director Gajewski for paying for the Rogers City Farmers' Market ad in the "Taste of Local Foods".

Michigan Main Street pledge forms – The Directors requested Director McLennan email them the pledge forms.

UNFINISHED BUSINESS: None.

NEW BUSINESS:

MATCH ON MAIN

City Mgr. Hefele stated that now that we are a Redevelopment Ready Community (RRC) we have opportunities that we did not have in the past and attaining Michigan Main Street community we will be available for more grants. He explained that we were not prepared for the last round of Michigan Economic Development Corporation (MEDC) Match on Main grants. However, moving forward it is key that we are prepared and have a process in place. Hefele gave a brief over of the proposed process that was included in the Manager's report. Discussion was had on a separate committee going over the process to bring to the full DDA board; however, time is of the essence and it would be better for the full board to meet and determine the process. Also, discussed was having the grant information on the City website and leave it to the businesses to take the initiative.

REDEVELOPMENT READY SITES – SELECTION PROCESS

City Mgr. Hefele reported that now that we are certified as an RRC we need to identify and market three development ready sites. He has spoken with the Rogers City Area School Board of Education and they are interested in the Grambau Center being a site. Hefele has spoken with Dan Leonard (MEDC) who will be working with us on the RRC sites. There needs to be a process; first select sites and develop a scoring system. The top-ranking site will receive plenty of attention. The DDA will hold a special meeting on May 5th at 7:30 am to discuss the sites that we want in our survey; we want to list only the sites where the property owner is willing to participate. Hefele will have the list of sites available for the meeting.

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2021-22 DDA BUDGET

City Mgr. Hefele explained the 2021-22 DDA Budget and 2021-22 DDA Michigan Main Street Office budget that was included in the meeting packet. Hefele asked the Directors to consider incorporating the 2021-22 DDA Michigan Main Street Office budget numbers into the 2021-22 DDA budget. Discussion was had on the DDA Michigan Main Street Office budget, i.e., if there is any flexibility in the benefit package, is there a need for the Director to attend the Michigan Main Street National Conference, which is mandatory and the salary.

DDA RESOLUTION NO. 2021-07

A motion was made by Director Przybyla, seconded by Director Peltz, to incorporate the 2021-22 DDA Michigan Main Street Office budget numbers into the 2021-22 DDA budget.

ROLL CALL: Ayes – all, the motion carried.

SUMMER BANNERS

City Mgr. Hefele stated that we could look at replacing the summer banners or revisit this next year. If we want to do something for this summer we will have to move forward now. Director Gajewski, Pritchard, Margherio, Chr. Budnik and City Mgr. Hefele will meet to discuss ideas to bring to the DDA board. Discussion was had on the summer banners being different from what was done in the past, i.e., bold and bright. If any other Directors have ideas to email Hefele.

OTHER BUSINESS: None.

CLOSED SESSION: None.

ADJOURNMENT:

A motion was made by Director Nadolsky, seconded by Director Peltz, to adjourn the meeting at 8:26 a.m.

John Budnik, Chairman

Janet M Nowak, Deputy Clerk/Treasurer

**MINUTES OF THE WORKSHOP MEETING OF THE
DOWNTOWN DEVELOPMENT AUTHORITY
HELD VIA ZOOM PLATFORM AND IN COUNCIL CHAMBERS
ON WEDNESDAY, APRIL 21, 2021**

The meeting included electronic components, with most DDA directors and staff attending in person and that public and media wishing to attend were required to do so by Zoom due to COVID-19 occupancy limits for the council chambers established by the Michigan Department of Health and Human Services.

Chairman Budnik called the workshop to order at 2:03 pm.

PRESENT: (in person) Directors Kim Margherio, Scott McLennan, Travis Peltz, James Przybyla and Chr. John Budnik. (Via Zoom platform and in Rogers City) Barb Mills.

ABSENT: Directors Alec Brietzke, Cory Budnick, Tom Gajewski, Preston Mertz, Erik Nadolsky and Tim Pritchard.

OTHER PERSONS PRESENT: City Mgr. Hefele, Assistant to the Engineer Toby Kuznicki and Deputy Clerk/Treasurer Janet Nowak.

The purpose of the meeting was to discuss the Michigan Main Street check-in:

Mayor/Director Scott McLennan thanked everyone who was able to attend from Michigan Main Street, DDA and Volunteers.

The following attended via Zoom Platform and introduced themselves:

Michigan Main Street: Leigh Young, Laura Kirzoy, Joe Frost, Tony Garcia and Lindsey Miller.

RRC: Pablo Majano.

Volunteers: Jean Garratt, Mary Thomas, Valerie Meharg, Hayley Rose, Rachel Chojnacki, Katherine Wilbur and Nicole Winarski.

Michigan Main Street Organization Specialist Leigh Young reported on the following Michigan Main Street check-in questions:

- The positive perception of the DDA.
 - The most challenge facing changes are volunteers and funding for the executive director.
 - Main goal is being a Main Street community.
 - Downtown management check list.
 - Organization structure and capacity.
 - Stakeholder engagement.
 - Budget and fundraising.
 - Projects and programing.
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- Volunteer Hayley Rose inquired on the timeline.
 - Volunteer Mary Thomas stated the need to get the message to the youth; they are the future we are doing this for.

The workshop adjourned at 3:02 pm.

John Budnik, Chairman

Janet Nowak Deputy Clerk/Treasurer

**MINUTES OF THE SPECIAL MEETING OF THE
DOWNTOWN DEVELOPMENT AUTHORITY
HELD VIA ZOOM PLATFORM AND IN COUNCIL CHAMBERS
ON WEDNESDAY, MAY 5, 2021**

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

City Mgr. Hefele stated that due to COVID-19 this was a hybrid meeting and due to our small space, lack of social distancing and to keep everyone apart certain Directors who have chosen to attend in person can do so, however, public and media wishing to attend were required to do so by Zoom. Directors who wish to attend electronically need to state where they are attending from. The occupancy limits for the council chambers were established by the Michigan Department of Health and Human Services.

ROLL CALL: PRESENT- City: Directors Cory Budnick (via Zoom platform and in Rogers City), Tom Gajewski, Kim Margherio, Scott McLennan, Preston Mertz, Barb Mills (via Zoom platform and in Posen), Erik Nadolsky, Travis Peltz, Tim Pritchard, James Przybyla (7:32 am) and John Budnik.

ABSENT – Director Alec Brietzke.

OTHER PERSONS PRESENT – City Mgr. Joseph Hefele and Deputy Clerk/Treasurer Janet Nowak.

NEW BUSINESS:

INTERSECTION IMPROVEMENTS

City Mgr. Hefele, Chief Meyer, Mayor McLennan, DPW Supt. Roger Wenzel, Street Administrator Toby Kuznicki, Chr. Budnik and MDOT personnel met at the intersection of Third and Erie to discuss improvements to the intersection to make it safer for pedestrians. Included in the meeting packet was a copy of the drawing showing the improvements to the intersection. City Council approved what was proposed at their meeting last night. Hefele was also asking for support from the DDA. Discussion was had on the need to make the intersection safer for children going to and from school and library and other pedestrians. Also discussed was signage, reason the traffic light was removed and flow of traffic.

DDA RESOLUTION NO. 2021-08

A motion was made by Director Margherio, seconded by Director Mertz, supporting the improvements to the Third and Erie intersection as proposed.

ROLL CALL: Ayes – Budnick, Gajewski, Margherio, McLennan, Mertz, Mills, Nadolsky, Peltz, Pritchard and Budnik. Nays – Przybyla, the motion carried.

REDEVELOPMENT READY SITES – SELECTION

City Mgr. Hefele explained the information that was included in the meeting packet; Redevelopment Ready sites selection objective, notes from MEDC, scoring considerations, scoring system spreadsheet and list of properties for consideration. Discussion was had on if certain scoring considerations could be given more points because of their importance, i.e., blight. Also discussed was the objective, MEDC eligibility and list of eight properties for further consideration. Hefele will email the list of eight properties for consideration to the Directors, so they can rank them and get the information back to him for the next regular DDA meeting.

OTHER BUSINESS: None.

ADJOURNMENT:

A motion was made by Director Nadolsky, seconded by Director Gajewski, to adjourn the meeting at 8:47 a.m.

John Budnik, Chairman

Janet M Nowak, Deputy Clerk/Treasurer

**MINUTES OF THE MEETING OF THE
DOWNTOWN DEVELOPMENT AUTHORITY
HELD VIA ZOOM PLATFORM AND IN COUNCIL CHAMBERS
ON WEDNESDAY, MAY 12, 2021**

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

City Mgr. Hefele stated that due to COVID-19 this was a hybrid meeting and due to our small space, lack of social distancing and to keep everyone apart certain Directors who have chosen to attend in person can do so, however, public and media wishing to attend were required to do so by Zoom. Directors who wish to attend electronically need to state where they are attending from. The occupancy limits for the council chambers were established by the Michigan Department of Health and Human Services.

ROLL CALL: PRESENT- Director Cory Budnick (via Zoom and in Rogers City), Kim Margherio, Scott McLennan, Preston Mertz, Barb Mills, Erik Nadolsky, Travis Peltz, Tim Pritchard, James Przybyla and John Budnik.

ABSENT – Alec Brietzke and Tom Gajewski.

OTHER PERSONS PRESENT – City Mgr. Joseph Hefele and Deputy Clerk/Treasurer Janet Nowak.

APPROVAL OF MINUTES:

A motion was made by Director McLennan, seconded by Director Mills, to approve the minutes of the April 21, 2021 Regular meeting, April 21, 2021 Workshop and May 5, 2021 Special meeting. Ayes—All, the motion carried.

CITIZENS APPEARING: None.

REPORTS:

CITY STAFF

City Mgr. Hefele reported that the report for the Lakeview lots is getting closer to being submit by our consultant with EGLE and the interested parties in the lots are getting anxious.

COMMITTEES

Summer concerts – Director Margherio reported the Petoskey Steel Drum band has committed to performing this summer.

Art Walk and Pirate Festival – They are moving forward.

Main Street – Director McLennan stated that there is a total of \$196,700 in pledges for the five-year period.

UNFINISHED BUSINESS: None.

NEW BUSINESS:

REDEVELOPMENT READY SITES

City Mgr. Hefele reported on the Redevelopment Ready sites scoring system ranking information that was included in the meeting packet. He also explained what services the Michigan Economic Develop Corporation (MEDC) may provide to the sites.

DDA RESOLUTION NO. 2021-09

A motion was made by Director Przybyla, seconded by Director Margherio, to submit the top four ranking Redevelopment Ready Sites as follows to the Michigan Economic Development Corporation: 1) Grambau Center, 2) Grulke Hardware, 3) B's Save More and 4) former Richards Clothing.

Ayes – All, the motion carried.

SUMMER BANNERS

Included in the meeting packet were copies of images of summer banners that Director Gajewski brought to the committee to discuss. City Mgr. Hefele explained what the committee proposed. There are 36 banner settings. Hefele will need further assistance with the portfolio of clip art to determine which images to put on the banners. The colors of the banners will be of a nautical theme and will have 4 to 5 images per banner.

DDA RESOLUTION NO. 2021-10

A motion was made by Director Przybyla, seconded by Director McLennan, that the committee proceed with the concept for the summer banners and bring back for final approval.

Ayes – All, the motion carried.

PURCHASE OF HISTORIC SIGNAGE

City Mgr. Hefele reported that the Sesquicentennial will take place during the Nautical Festival and some of the activities that will be taking place are boat tours, bus tours and twilight tour of the cemetery. Some of the activities will need signage; this would be an opportunity to add more historical signage. Presque Isle Historical Museum Director Mark Thompson has secured grant funds for 5 of the 7 historical signs. Hefele asked the Directors if they would approve funding one of the historical signs that would be installed within the DDA district.

DDA RESOLUTION NO. 2021-11

A motion made by Director Przybyla, second by Director Pritchard, to approve funding of up to \$500 for one historical sign that will be installed in the DDA District.

ROLL CALL: Ayes – All, the motion carried.

SESQUICENTENNIAL LOGO & MERCHANDISING

Director McLennan stated that he has been in contact with the logo designer who recently did the Chamber logo. The designer will take the Rogers City logo and put a ribbon underneath stating sesquicentennial 2021 and established 1871. There will be no charge for this

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service. The idea was to take this modified logo and put it on items to merchandise for a potential DDA/Main Street fundraiser. Discussion was had on merchandise the logo could be put on, i.e., t-shirt, mug and/or post card. The DDA will have to put money out to fund this fundraiser. Potentially the funds collected could be put toward Main Street and if this does not go through the funds could be used towards other potential projects. A committee consisting of Margherio, McLennan and Peltz will come up with a proposal to bring back to the board for approval.

2021-22 BUDGET

Hefele briefly explained the FY 2021-2022 budget that was included in the meeting packet.

DDA RESOLUTION NO. 2021-12

A motion was made by Director Mills, seconded by Director Margherio, in support of the FY2021-22 DDA budget that was included in the meeting packet.

ROLL CALL: Ayes – all, the motion carried.

ART WALK AND PIRATE FESTIVAL

City Mgr. Hefele stated that it needs to be made clear in the meeting minutes that the DDA will be sponsoring the 2021 Summer Concert Series, 2021 Art Walk and 2021 Pirate Festival and that the DDA will provide Director Margherio with a reasonable budget for the events. Director Margherio stated that the Pirate Festival should be covered by Carmeuse Lime & Stone, Art Walk would need some funds and the 2021 Summer Concert Series was funded. The Pirate Festival will take place on July 3rd with a parade on July 2nd.

DDA RESOLUTION NO. 2021-13

A motion was made by Director McLennan, seconded by Director Peltz, that the DDA sponsor the 2021 Summer Concert Series, 2021 Art Walk and 2021 Pirate Festival with Director Margherio able to access reasonable operating sums for those events with the funds not to exceed \$500.

ROLL CALL: Ayes – all, the motion carried.

City Mgr. Hefele thanked Margherio and volunteers who are helping making these events possible.

MATCH ON MAIN GRANT AGREEMENT

City Mgr. Hefele explained the Match on Main grant agreement is between the MEDC and DDA for the sub-recipient Woodland Confectionary. Director Pritchard stated the he will abstain from the vote because the sub-recipient is his lessee. Brief discussion was had on the grant agreement.

DDA RESOLUTION NO. 2021-14

A motion was made by Director Przybyla, seconded by Director McLennan, authorizing City Manager and DDA Chairman sign the Match on Main grant agreement and any other paperwork necessary to complete the grant.

ROLL CALL: Ayes – Budnick, Margherio, McLennan, Mertz, Mills, Nadolsky, Peltz, Przybyla and Budnik.

Abstain – Pritchard, the motion carried.

OTHER BUSINESS:

•Chr. Budnik reported the Wacky Weeders are working in Westminster park and next week will be working on the board walk at Lakeside Park. Two benches along the board walk will need be replaced along with mulch and plants. Director McLennan stated that there has been discussion on future benches being of a better-quality material and nice looking that would be used universal throughout the City.

•Farmer's Market – The Farmers' Market will start on Friday, June 4th. There will be some new vendors.

•Tourism - Director McLennan reported that he met with Cheboygan Mayor, Main Street Director, local business people and others tying the communities together to spark tourism. The Council will be inviting Harrisville for a Mayor Exchange Day.

CLOSED SESSION: None.

ADJOURNMENT:

A motion was made by Director Mills, seconded by Director Peltz, to adjourn the meeting at 8:20 a.m.

John Budnik, Chairman

Janet M Nowak, Deputy Clerk/Treasurer