

REGULAR MAIN STREET DOWNTOWN DEVELOPMENT AUTHORITY MEETING AUGUST 4, 2020

The Regular Main Street Downtown Development Authority Meeting was called to order at 6:03 v

Roll Call:

Present: Board Members Costin, Crongeyer, Eckhart, Herceg, Hillesheim, Khan-King, Lindeman, Stempky, Councilman Mallory, Mayor Bronson,

Absent: Bishop

1. **Consent Agenda** – Minutes, Director’s Report, Main Street Report, Committee Reports

Motion by Costin, second by Bronson. Motion passed unanimously

2. **Old Business**

- a. Consideration to approve the Cheboygan Main Street DDA policy for purchase of supplies & equipment and procurement of contracted services.

Motion by Hillesheim seconded by Herceg to approve the Cheboygan Main Street DDA policy for purchase of supplies & equipment and procurement of contracted services.

Motion passed unanimously

3. **New Business:**

- a. Consideration to approve revisions to the Cheboygan Main Street DDA By-Laws

Motion by Bronson seconded by Crongeyer to table the Cheboygan Main Street DDA By-Laws until additional changes can be made by the TIF Committee.

- b. Consideration to approve the Cheboygan Main Street DDA Design Guidelines

- Bronson: Page 5 Section C. a) - there is a typo after festoon lighting
- Costin: I have again read through the Design Guidelines which are very comprehensive. Keith and Lindsay have done an excellent job and we should all thank them for their efforts on behalf of Main Street.

I have only the smallest comments to make and they refer just to the first page really. Perhaps we don't need the reference to Grand Rapids at the foot of the pages. Planning Commission could be in bold and we could spell out the DDA to avoid the abbreviation. Under Public services we could place an 'and' between plowing and tree. At the top of the first page I would make the Main Street Design Guidelines in a larger font size.

As I said above these are very minor points and the material content is perfect.

Motion by Hillesheim seconded by Bronson to approve the Cheboygan Main Street DDA Design Guidelines with changes listed above

Motion passed unanimously

- c. Consideration to approve the Cheboygan Main Street DDA Vibrancy Microgrant Program

- Katie will email application to downtown businesses and building owners. She will also distribute paper copies beginning August 5th. Scott will also share in the Chamber newsletter. A map of the DDA district will be included to avoid confusion.

Motion by Lindeman seconded by Crongeyer to approve the Cheboygan Main Street DDA Vibrancy Microgrant Program

Motion passed unanimously

d. Discussion of Beautification Specialist Job

- A designated person to focus on maintenance and beautification of the Main Street DDA district.
- Bronson: Is this a seasonal or year-round position?
- Duczkowski: Hoping to get input from the Board if they would prefer seasonal or year-round.
- Eckhart: This will need to be extremely flexible for the first year.
- Tom Eustice: This person could also help manage the ice rink at Festival Square depending on weather.
- Lindeman: Do we have this in the budget? I really like this idea. We could use someone to take care of the details that are not getting done. What are the hours requirements?
- Tom Eustice: No benefits are paid if the individual works less than 29 hours per week
- Costin: Likes the idea and feels that we have a real need for this position
- Crongeyer: Really likes the idea and would like to see it approved
- Eckhart: Would like to see specifics of terms of position. We have a real need to get some of the little details taken care of.
- Herceg: Would like to see year-round. More hours in the summer and less in the winter. Set a budget for the year and then manage the hours to fit that budget.
- Hillesheim: Great idea! Come up with a dollar amount for the budget and keep track of hours to see how it's working. Can we use DDA funds?
- Khan-King: Add some winter related tasks to the job description.
- Lindeman: Summer is the most important time. Sees this person as someone who can also assist Katie.
- Mallory: How will this impact the DPW crew? Likes the idea.
- Bronson: Parks and Rec currently takes care of weeds but has very little time to dedicate to this task because their focus is on mowing during the summer.
- Stempky: Likes discussion that has been had. Hopeful that we can become an all-season hub. Great movement for our district to have someone to focus on the details.
- Bronson: Need someone that is only focused on the DDA. Very soon there will be additional income in the DDA tax capture.

4. Treasurer's Report

- Everyone should have received four reports in their meeting packet. Our current cash in the DDA fund is \$399,983.14. Doing quite well with T-shirts and tote sales. Preorders picked up at Bittersweet are not reflected in these reports. Sales will continue in August.
- Eckhart asked about Verizon Wireless line item on the check disbursement report
- Tom Eustice: This account has been cancelled and charges will not be allocated to the DDA moving forward

5. City Council Report

- No one had turned in petitions for the two-year City Council position. An ad has been placed in the Tribune. There is currently only one candidate for Mayor, Les Tebo.

6. City Manager's Report

- Project on the old Cheboygan Hardware building is nearing completion.

- Still working on Coast Guard City designation. Status is pending. August 4th is the 230th Anniversary of the USCG. Wanted to have a Coast Guard celebration on this day but it was cancelled due to COVID-19
- Hope Network project is still viable. If funding is received construction will likely start in the spring.
- We should find out in October if the City is receiving funding for fishing piers on the east side of the Cheboygan River.
- Potential residential development on Western Ave. Phase one will be duplex homes on Western Ave.
- Purple Tree bookstore building renovations are planned. Residential units will be added.
- Ordinances for medical marijuana were adopted on July 28th. The process to receive a permit was streamlined. Process now in the hands of the zoning administrator. Six retail provisioning center licenses for medical marijuana in the City will be issued August 5th. One grow facility license and one processing center license will also be issued August 5th. The cost of each license/permit is \$5000. There is a significant amount of investment that is going to occur in our community over the next year.

7. Public Comments

- Brandon Weir: Happy to be here. Excited to be part of the group.
- Trudy Lofgren: Heard that there is discussion about changing the hanging baskets on Main Street. How can she get involved?
 - Eckhart: Susan Page is the lead for that project. Christy Stempky can connect Trudy and Susan. Susan is gathering design and cost options.

8. Board Member Comments

- Mayor Bronson – no comments
- Costin – no comments
- Crongeyer – no comments
- Eckhart – John Stritmatter is doing great work on the old Kretchmans building. Great to see some historic character coming back
- Herceg – no comments
- Hillesheim – no comments
- Khan-King – no comments
- Lindeman – no comments
- Mallory – no comments
- Stempky – Kretchmans / Your Spirit building looks great! Kudos to the Seedums Garden Club for their work on the flower rounds at Festival Square!

9. Adjournment

Motion by Stempky, second by Herceg to adjourn. Adjourned at 7:44pm

Emily Eckhart, Chairperson