



DOWNTOWN MANAGEMENT BOARD

November 17, 2009

A regular meeting of the City of Petoskey Downtown Management Board was held in the City Hall Community Room, Petoskey, Michigan, on Tuesday, November 17, 2009. The meeting was called to order at 7:00 P.M., and the following were

Present: Lawrence Rochon, Chairperson
James M. Reid, Jr., Vice Chairperson
David Carlson
Liz Gowans-Ahrens
H. Ted Pall, Jr., M.D., Mayor

Absent: David Marvin
Rodney Phillips
Jennifer Shorter
Michael Teska

Also in attendance was City Manager Dan Ralley, and Petoskey Regional Chamber of Commerce President Carlin Smith and Downtown Director Becky Goodman.

Approve Consent Agenda Items

the Downtown Management Board meeting were approved as submitted; and acknowledgement of payment of bills since October 20, 2009, that totaled \$23,156.92, and acceptance of the November, 2009, expense and income reports, were approved as submitted.

As the first item of routine business, upon motions made and seconded, draft minutes of the October 20, 2009, regular-session meeting of the Downtown Management Board meeting were approved as submitted; and acknowledgement of payment of bills since October 20, 2009, that totaled \$23,156.92, and acceptance of the November, 2009, expense and income reports, were approved as submitted.

Hear Committee Reports

delinquent parking fines; that the free-parking coupon would again be available that could be redeemed at the Chamber office; and that six businesses had signed up to participate in meter sponsorships to provide on-street free parking.

The Downtown Director then reported for the Parking Committee and advised that she had met with the City Attorney to help resolve collection of

The Downtown Director reported on behalf of the Marketing Committee that the Committee would be filming holiday commercials November 18; and that a mailer-piece had been prepared with funding by 12 ad sponsorships that had made this program self-sufficient.

The Downtown Director reported on behalf of the Design Committee that the Committee had completed its review of Design Guidelines and would be bringing this matter before the Downtown Management Board at its December 15 meeting; that the Downtown Director would have before-and-after pictures of façade grant building renovations; and that a Design Committee member, who is also a representative of Beckett and Raeder, Petoskey, had contacted the Design Committee and offered to assist with discussion of bike rack placements in the downtown.

The Downtown Director further reported that the Events Committee had conducted recent October 30 Ghost Walk and October 31 Halloween children's activities and had experienced inclement weather but that the events had been well attended; reported about upcoming Holiday Parade and Holiday Open House activities; and noted the change to a velvet bow on holiday street decorations.

The Downtown Director also reported for the Business Recruitment-Retention Committee that included the openings of a yarn store and a jewelry shop by the holiday season; and that a recent window-dressing seminar had been very successful and well attended.

Hear Chamber Report; and
Approve \$25,000 Operational Account

The Petoskey Regional Chamber of Commerce President reported about the upcoming December 1 Breakfast of Champions program; and reviewed a November 13 memorandum that had been included as part of November 17 meeting-agenda materials that requested the Downtown Management Board consider establishing an operating account for the Chamber to accommodate administrative costs of the Downtown Management Board that exceeded cash-flow levels of the Chamber in awaiting reimbursement for these costs; asked that the Board consider a \$25,000 amount to establish this operating account that could be funded from Parking Fund carryover monies; and that a written agreement would be established to regulate this account.

Downtown Management Board members concurred in establishing such an account with \$25,000, and asked that the Chamber President provide a written agreement for approval by the Downtown Management Board at the Board's December 15 meeting.

Hear City Staff Report

The City Manager reviewed status of the 2010 Annual Budget that included a December 7 public hearing to receive comments concerning the budget and property-tax millage rates proposed for 2010; reported that interviews of six potential candidates for the Director of Public Safety position would be held Friday and Saturday, November 20 and 21, by three separate interview panels - City Council, City Management Team, and a Community Leaders Team that included participation by the Downtown Management Board Chairperson; that special-assessment invoices for 2010 programs and services would be mailed within the next several days with the addition of a paragraph to explain its origin and process; that signs had been installed in the downtown that noted sidewalks were for pedestrian-use only and prohibited skateboards and bicycles; and briefly discussed entryway signs (the Downtown Director reported that she would be bringing this matter to the Downtown Management Board for direction at a later date).

There being no further business to come before the Downtown Management Board, the meeting was adjourned at 8:15 P.M.