



# City of Petoskey

## DOWNTOWN MANAGEMENT BOARD

August 18, 2009

A regular meeting of the City of Petoskey Downtown Management Board was held in the City Hall Community Room, Petoskey, Michigan, on Tuesday, August 18, 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  
Michael Teska  
H. Ted Pall, Jr., M.D., Mayor

Absent: Jennifer Shorter  
David Marvin  
Rodney Phillips  
William Takalo

Also in attendance was Petoskey Regional Chamber of Commerce Downtown Director Becky Goodman.

### Approve Consent Agenda Items

Management Board were approved following the addition of the words "if necessary" to the motion for the use of carryover funds for spare part inventory purchases; acknowledgement of payment of bills since July 21, 2009, that totaled \$33,118.23; and acceptance of the August, 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 July 21, 2009, meeting of the Downtown

### Amend September Meeting Schedule

the regular September 15 meeting of the Downtown Management Board, the Board was being asked to consider rescheduling its September meeting to 7:00 P.M., Tuesday, September 22, at which time the Downtown Management Board was expected to approve its 2010 budgets and special-assessment recommendation.

The Chairperson reported that, because the Downtown Director and the City Manager would be out-of-town for conference sessions during

Chairperson Rochon also reported that at its July 21 meeting, the Downtown Management Board had discussed a lack of City representation from its regular Board meetings; that he wished to advise the Board that the City Planner had previously discussed her attendance at regular Board meetings with the Chairperson and Downtown Director and it had been decided that City representation would be requested by the Chairperson or Downtown Director when believed necessary in the absence of a City Manager; that City representation had not been requested by the Chairperson or Downtown Director for the last several meetings; and that he believed that because the new City Manager would begin his employment in September, that City representation at Downtown Management Board meetings again would continue on a regular basis.

Mr. Teska moved that, seconded by Mr. Carlson, that the Downtown Management Board reschedule its regular September 15, 2009, meeting to 7:00 P.M., Tuesday, September 22, 2009. Said motion was adopted unanimously.

Discuss 2010 Downtown Development and Management Fund, Defer Action

The Chairperson reported that, following the Downtown Management Board's routine procedure, the Regional Chamber of Commerce Downtown Director had prepared recommendations for the Downtown Management Board's programs-and-services budget for 2010, that would be included in the City's proposed 2010 Annual Budget, which would be presented to the City Council in November, within the Downtown Development and Management Fund, based upon experience of previous fiscal years and recent reviews; that the Downtown Director had provided these draft-budget sheets at this August 18 meeting of the Downtown Management Board; that funding for this proposed budget could be derived through proceeds from the Board-requested annual special assessment; that consideration of a proposed annual special assessment to finance 2010 programs and services would be presented at the Board's September 22 meeting; and that the recommended 2010 parking-system budget, would be presented as a separate agenda item on the Downtown Management Board's August 18 meeting agenda.

The Downtown Director then reviewed handouts concerning the proposed 2010 programs-and-services budget with projected revenues of \$65,000 and projected expenditures of \$75,800.

Following discussion of the proposed Downtown Development and Management Fund budget for 2010 that would provide for certain downtown-area programs and services, that included event contributions; numbers of events; special assessment formula; and the suggestion of merging the Downtown Development and Management Fund and Downtown Parking Operations Fund, Downtown Management Board members decided to defer action concerning this matter until the next meeting of the Downtown Management Board on September 22, 2009.

Discuss 2010 Downtown Parking Operations Fund; Defer Action

The Chairperson next reported that, following the Downtown Management Board's routine procedure, the Downtown Director had prepared a proposed budget for the Downtown Parking Operations Fund for 2010, based upon experience of previous fiscal years and recent reviews.

The Downtown Director then reviewed handouts concerning the proposed 2010 Downtown Parking Operations Fund that projected revenues at \$390,100 and projected expenditures of \$348,900.

Following discussion concerning the proposed 2010 Downtown Parking Operations Fund budget, Downtown Management Board members decided to defer action concerning this item until the Downtown Management Board meeting of September 22, 2009.

Hear Committee Reports

The Downtown Director reported on behalf of the Events Committee that included current event planning; that the Parking Committee had not met but reported that Tom Rigg, Parking Ambassador, would be retiring in September; and Richard Neumann reported on behalf of the Design Committee that included continuing its work on the City's Sign Ordinance as it relates to the downtown area and consideration of design concepts for the Petoskey Pointe site due to the stalled development by Lake Street Petoskey Associates, Inc., Farmington Hills, at that site.

Hear Chamber Report

The Downtown Director reported that the Chamber staff had spent an extraordinary amount of hours on the recent Festival-on-the-Bay program; and that the Petoskey Regional Chamber of Commerce would no longer be sponsoring the Shopping Scramble and Gallery Walk programs, but hoped that the Downtown Management Board would take over sponsorship of these two programs.

Resignation Announced

The Chairperson reported that William Takalo had resigned from the Downtown Management Board and an appointment would be made by Mayor Pall to fill this vacancy.

There being no further business to come before the Downtown Management Board, the meeting was adjourned at 8:40 P.M.