

Pellston, Michigan
Downtown Development Authority
Meeting Agenda
January 5, 2016

- 1) Last meeting minutes
 - a. Last meeting minutes present
 - b. Call to order – Jim G, Will, G, Lora, Larry, Mike and Diane
- 2) Treasury Report
 - a. Lora asked about the account for the festival and if she should keep up with that? Jim said there is currently \$150 in there and that she can.
 - b. DDA funds currently stand at \$51,069.26
- 3) Old Business
 - a. Pellston Memorial Fest
 - b. Trailhead discussion with Jeff Winegard (Exec Dir) and Jim Conboy (Board Member) of Top of Michigan Trail Council
 - i. Jim G discuss the history behind the desire to spearhead the effort to have facilities in Pellston to enhance the trail way system through Emmet County
 - ii. Will G discusses the interest in more heavily promoting the trails to get people into the Pellston area, have a designated trail in the village and build infrastructure for that
 - iii. Diane stated the location of Pellston being 20 minutes from numerous destinations makes it a good location strategically to build rest facilities to benefit travelers and the business community
 - iv. Jeff mentioned the trails are being built out more and more, to/from Topinabee for example plus the long term plan to have a connected loop through the northern Michigan region. Trails and trail amenities are good when obtaining trust fund grants.
 - v. Jim mentioned how local communities, not DNR, have been the main drivers of getting things done, noted example of Alpena, and agrees that Pellston's location is beneficial. Trail Town Concept – some monies allocated for the purpose of regional promotion to Trail Towns; ties in trails, trail amenities/facilities, hotels, restaurants, etc.
 - vi. Websites for local resources: Topofmichigantrails.org, Upnorthtrails.org
 - vii. How do we move forward and go about obtaining the funding for facilities? What are the funding sources?
 1. Jeff response - Funding for bathrooms (without cost estimate) best source is the Natural Resources Trust Fund, max \$300k, apply once a year on April 1 have 25% match. Get awarded the grant via point system; if you can do more than the min match it helps. Other funding sources can be utilized to come up with match money. For appl, you

need to show you are shovel ready (plans, schematics, costs, bids, etc).
Funding must be secured by Oct 1 within the year applied.

- viii. What if we designated a trailhead without facilities right away but began educating people about our intentions?
 - 1. Yes – we could do this
- ix. What constitutes a town being called a “Trail Head”?
 - 1. No criteria at this point, the council prepares maps and designs them to include any town wanting to be designated as a trailhead to be one. Meeting with Elaine Kaiser (Architect) will help since renderings of facilities will be available for possibly being promoted as well.
- x. A public hearing at least 1 month prior to applying is required which would make this year’s April 1 deadline tight
- xi. Jeff cautions that if you spend a lot of money prior to being approved after applying for grants, that money cannot be counted as part of your match.
- xii. The DALMAC fund may also be a good source to turn to for partial funding/support
- xiii. Top of Michigan Trails Council can help throughout the application process and be helpful in identifying funding sources.

c. Budget

- i. Will suggests beginning to try and make room into the budget for marketing and PR for the trailhead
- ii. Will asked whether or not the village has a sweeper. Jim said we used to not no longer have one. Will said after the first snow, the plows pushed gravel and dirt onto the paved bike path which will require heavy equipment to clean.
- iii. Diane mentioned that a sweeper would have also been useful after the downtown was patched and tarred because that left a lot of debris on the road and sidewalk in downtown.

4) New Business

- a. Motion by Lora to cover up front cost of tent for festival of \$1800 to BJ’s restaurant, rental and catering
 - i. Second by Diane
 - ii. Passes unanimously

5) Announcements

- a. Larry mentioned the NLEA grant from last year for facades; if there is any way that the DDA can get involved it all helps the downtown and not just the building owners.

6) Adjournment

- a. Motion to adjourn by Jim
- b. Second by Lora
- c. Adjournment at 8:29pm