

Pellston, Michigan  
Downtown Development Authority  
Meeting Agenda  
October 4, 2016

1.) Last Meeting Minutes

- a. Diane noted that there was approval to pay for fruit/snack platter for the Trailhead Dedication, she provided receipts for said expenses and gave them to Jim. Jim said an amendment will be needed from the appropriate committee since all approved funds were used up for the event (\$200) but that it should not be a problem.
- b. Jim moves to accept minutes as presented
  - i. Second by Larry
  - ii. Approved Unanimously

2.) Treasury Report from Laura

- a. DDA ending balance of \$60,254.49
- b. Veterans ending balance of \$3,799.02
- c. Festival ending balance of \$4,282.30

3.) Old Business

- a. Pellston Memorial Fest "Brief" from Will
  - i. Meeting last Tues of Month at 6pm. Getting new faces and working with Fire Dept. Attempting to condense things down. Date changed back to original Summer Fest date (2<sup>nd</sup> wknd in June). Question: Should the majority of events be primarily Sat/Sun or Fri/Sat?
    1. Diane mentioned Arts & Craft shows are usually Sat and Sun. Fridays are not typically strong.
- b. Trailhead Dedication Recap
  - i. Jim says it went very well and was very well attended. Out of 100 hot dogs purchased, only 6 were left over at the end. Enthusiasm for the Trailhead and Building was big. Front page in the PNR, positive press. Positive reviews on the plans for the building as well. Jim mentioned that the plans for the building will need to stay in flux in order to accommodate its cost and our resources.
  - ii. Jean Anne said that the DNR gave us t-shirts to sell which made about \$200-250 toward the Museum donation box.
  - iii. A committee will need to be established for grants. This committee will need to start within the next couple weeks.
- c. NLEA Shoot Recap
  - i. Will went to the NLEA on the same day as the Trailhead Dedication. Will was able to speak with Bethany from the NLEA who said she was on her last day. Sarah who has been with them for a long time is replacing her. Will was able to get a lot of info from Sarah for the Trailhead project. She is very familiar with the timing of grants as well as numerous grantors who would be on board for such a process. She also mentioned the success of crowdfunding sources such

as gofundme and kickstarter. Sarah also mentioned the Trust Fund Grant is great and that we have a good chance of obtaining funds from it but said you will not break ground until 2018.

- ii. Spoke with Elaine Keiser and asked if she needs anything from us, she said no. Will explained the timeline possibly being 2018 and she said that is no problem but that in the meantime costs are likely to go up.
- iii. DJ from PHSCF said Jim has already well-informed him. Will asked him a few questions as well. Jim said DJ stated "you ask for it, you'll get it."
- iv. Larry asked if there is no building will the ice rink still go it. Jim said the ice rink will be going in and a storage shed will be built in the meantime. Perhaps lights and other amenities will be there.

#### 4.) New Business

##### a. Grant Writer

- i. Jim said we need a grant writer in order to be successful with this Trailhead project. One option is the Village Clerk who is Lisa Fought and has extensive experience, however she will require payment above what her VC payment is. Jim asked if anyone knows anyone else knows any options. Jean Anne and Jim said she has done a great job and will probably excel at this.
- ii. Will asked if she would be paid on an hourly basis, on a per-grant basis or perhaps as a percentage of funds grants. She will need to put together a proposal. She has worked with NLEA before going it on her own.
- iii. Monique mentioned the school writes many grants and go to the ISD and that specific key words are very important.
- iv. Larry asked if it's ok for a village employee to have two jobs for the village. Jim said yes and that it will go through approval with the Village Council. What she does for the Village is very part-time.
- v. Jim said the DNR Grant is the big one and that there are key words and key phrases that a good grant writer knows which will be very helpful in being successful.
- vi. Will asked Jim what his idea is for the grant committee. Jim said it should be comprised of people who are well-versed in this area as well as a consortium of people from different committees but kept to a small number such as about 5 people. It will take many meetings. Having people from NLEA such as Sarah to take part at least at times will be important.
- vii. Larry mentioned that signage along the main road to indicate a trailhead ahead. Jim said there will probably be something made available in the near future. Will said he will be in touch with Jeff from the Trail Council soon and inquire about a "way finding" sign. He may have something pre-made consistent with the trail. Larry also mentioned there are not many bike racks in town. Jim said that the deal coming forward with the Tribe will include some bike racks.

##### b. Road construction

- i. Larry mentioned that the road crews will be coming back north soon.
- ii. Suggests putting plastic up over windows to keep dust from coating them and building sides.

- c. Jackie Pilatte is here from the Emmet Conservation District.
  - i. She was speaking with Diane about different projects around town including native plants. Has worked with groups in such areas as stream crossings, clean ups around recycling stations, etc. Funds for a dumpster and/or clean up date for areas such as the old campground where some people dump things good and bad can be made available through such orgs as Trout Unlimited or the DNR.
  - ii. A plan within the Village to clean up the sites fell on deaf ears according to Jim and no funds were allocated for clean-up although the idea of barriers was talked about to deter further dumping.
  - iii. Beaver dams are also problematic in some spots. Beaver deceivers have been used as well as trapping.
  - iv. Jim said the jurisdiction is McKinley Township and that Jackie should get in touch with them.
  - v. Larry said that a dump day could be utilized again to deter dumping.
  - vi. Japanese knotweed (a.k.a. "Bamboo") is popping up all over such as in the P.O. back yard. Can cause foundations and roads to crack since it will pop up anywhere. It's illegal to have, move, compost. Needs to be treated with certain chemicals, have tops removed and then can be burned.
  - vii. Will asked what kind of money is needed and for what?
    - 1. Jackie said berms, planting, anti-erosion tactics, general clean-up and education.
    - 2. Hazardous waste disposal day.
    - 3. Farmington Hills has a day when people can bring mattresses, TV's, etc.
    - 4. Jim said that the village's funds simply did not cover the once-a-year clean up day so it was scrapped.
    - 5. Jim said at the last council meeting multiple properties were discussed and identified which could be described as a "nuisance".
    - 6. The discussion turned to whether or not an ordinance could be established to be able to enforce "blight" and properties with trash and junk everywhere. Jim said that the costs to go through the process of enforcement is long and expensive.
  - viii. Will asked if Jackie has anything else to add or ask...
    - 1. ECCD has a Backyard Tree Care educational workshop coming up Saturday from 10am to Noon at the Bear Creek Township Hall (373 Division Rd in Petoskey). It's \$10.
    - 2. Annual meeting Tues Oct 11 at Emmet County fairgrounds. Flyers avail. Bio station and Little Traverse Conservancy will be there as well as catered food from Sweetwater Café.
    - 3. Diane said Earth Day would be a good time to do something up here since there seems to not be much presence up here in northern Michigan.
    - 4. Jackie's number is 231-439-8977 if you need to get in touch with her about anything.

5.) Announcements

- a. Last wknd there was a workshop about the Waughshance Lighthouse. Amber White was given an Essence of Emmet Award for her work at the Museum.
- b. Our benefactor is giving us money to plant trees along Robinson Rd. Also, 5 trees that did not make it through the year are going to be replanted. The trees come to us from Matthews Nursery. Most will be maples.
- c. Welding program at school is showing signs of success; 7 from Pellston and 3 from Alanson.
- d. Redoing gym floor and logo reaching completion and a grant is coming through for a new score board. The next project will be the bleachers.
- e. Aviation program is going great and attracting students from ALL over.
- f. New signs are up at the

6.) Adjournment

- a. Motion to adjourn by Jim
  - i. Second by Dennis
  - ii. Passes unanimously