

Pellston, Michigan
Downtown Development Authority
Meeting Agenda
Tuesday December 6, 2016 at 7pm

- 1.) Call to Order – 7:01pm – Dennis, Will, Diane, Mike, Jim, Lora, Larry and Sara Christensen
- 2.) Approval of Last Meeting Minutes
 - a. Suggested changes by Jim
 - i. to section 3.a.iii – Patronicity will not be seeking \$50,000 as it is currently on hold; Bairdi is not a pledge, it's an ask; we'll likely seek \$10,000 from PHSCF rather than 5k
 - ii. Section 5.a – Trees on Robinson Rd not Milton
 - b. Motion to approve by Dennis
 - i. Second by Lora
 - ii. Approved Unanimously
- 3.) Treasury Report
 - a. DDA Fund – Balance \$43,731.82
 - b. Veterans Fund – no activity, Balance \$3799.65
 - c. Festival Fund – Balance \$4283.01 as of 11/30/16
- 4.) Old Business
 - a. NLEA assistance/overview
 - i. Sara Christensen is here to give the DDA a presentation of the NLEA. Been with them since 2008. Worked in Grant Admin, worked with businesses and assisted many with grants and tax abatements. Serves four Counties: Antrim, Emmet, Cheb and Char.
 - ii. Base funding of NLEA provided by county board of commissioners. Est 1984. Office in Boyne City, open M-F.
 - iii. www.northernlakes.net
 - iv. In order to receive MEDC funds the NLEA is requiring come Oct 1, 2017 that the community/village is all the way through the “Engagement” steps (Step 1 of 3) of the Redevelopment Ready Communities Certification. Someone who is a leader in the community would need to attend training for the cert program.
 - v. Connecting Entrepreneurial Communities – MSU CEC annual State-wide Conference. Good for 2-3 members of community leadership to attend.

- vi. NLEA can assist commercial and industrial properties apply for tax abatements whether individual or group parcels. Good for redeveloping older or unused properties and buildings.
- vii. Best way for Sara to assist is to know what some of the Village/DDA projects are as long as 5 years out. A development plan and/or strategic plan is very helpful such as the one created upon establishing the DDA via the TIF.

b. Trail Funding and Grant Writing Meeting

- i. Discussed various sources to raise funds – Jeff Winegard indicated Emily Meyerson is planning on earmarking \$50,000 for this aside from the Trust Fund or Rec Passport. That plus our benefactor, PHSCF, Bairdi, the Gaming Fund brings us within 52-55% of needed match funds against Trust Fund Grant.
- ii. Original cost list from Elaine does not include landscaping but shows the total goal amount is likely to be \$230-240k.
- iii. April 1, 2017 is the deadline for the DNR Trust Fund
- iv. Timing matters were also discussed paying attn. to the numerous grant applications and their respective deadlines approaching.
- v. Next meeting will be in early January.
- vi. Would be worth is to connect with the snowmobile club to let them know of our Trailhead intentions to network and find out if other grant options are available
- vii. Also discussed going before the county board of commissioners to seek monetary assistance since this project benefits Emmet County as a whole.

5.) New Business

a. Install on-demand water in Village Hall

- i. New skating rink requires hot water for resurfacing. Bambini holds 100 gal. Proposed location for OD Water Heater with access outside is the Village Hall. Village is requesting DDA help fund 50% of the cost. New heater would service the entire building and replace the 25 year old existing 40 gal unit.
- ii. Cost is about \$4000 total so appx \$1900 is being requested from the DDA.
- iii. Motion by Lora to support up to \$1900 for hot water system
 - 1. Second by Dennis
 - 2. Passes unanimously

b. Hire maintenance personnel for ice rink

- i. About \$800 is remaining out of grant for the rink and the money will go toward paying one person to maintain the rink at night. The Village will snow blow the walkway and surrounding area as needed. The maintenance person would be required about 2 days a week on average throughout the winter.

6.) Announcements

- a. Diane has proposed giving a thank you gift and note for the person who donated the money for the ice rink.
- b. Storage shed for ice rink is being funded by Village and will be 10x16. Construction recently began and will be able to house the liner and all other parts for the rink. The rink liner was laid out today and more than half the amount water is filled.

7.) Adjournment

- a. Motion to adjourn by Jim
 - i. Second by Lora
 - ii. Meeting adjourned at 8:43pm