

Pellston, Michigan

Downtown Development Authority

Meeting Agenda

August 2, 2016

- 1.) Last Meeting Minutes – no quorum
- 2.) Treasury Report
 - a. Memorial Fest – All checks have cleared, no more money is owed to anyone and money is supposed to still come in from the firefighters
 - b. Current balance of 4,281 indicates the fest made money
 - c. Veterans Fund - \$2664
 - d. DDA Fund - \$49,321
 - e. Closing for property is Thursday around 4pm on the property across the street
 - i. Total will be around \$22,500
 - ii. Mr Wilson is here will meet with Jim tomorrow and will provide \$20,000 for land, skating rink and accessories (i.e. the “Bambonie” which is about \$2000)
- 3.) Old Business
 - a. Pellston Memorial Fest “Brief”
 - i. Will spoke with Bruce yesterday about different ideas such as a new date, checks and balances, Bruce still wants to be involved albeit in a less involved role, keeping the meeting on a different date (currently set for last Tuesday of the month at 6pm), open to making changes, wants other people to be responsible for certain aspects.
 - ii. Jim said June 10th is a currently proposed date and that consensus is strong that we want it to continue but shorter than 5 days. The car show can happen that weekend or another.
 - b. Trailhead
 - i. Elain Kaiser, Architect and Susan Affholter, a member of the TOMTC as well as Jeff Winegard is present.
 - ii. Jeff – Grand opening of NW state trail on Friday Sept 16. Head of DNR and trails division has been notified. Public is invited. On newsletter that goes to 1000 people. Similar to groundbreaking in Alanson which had 30-50 people. This event should be similar in size, encouraging people to ride bikes, food/beverages will be served. A mock-up of trailhead site has been provided by Elaine as a starting point for the project.
 - iii. Trust Fund grant will be sought via ad-hock committee. PDDA goal is 35% of total funds needed to be raised via individual and business donations to go toward matching grants.
 - iv. Jeff – Emily Meyerson will need to be a part of sitting down and organizing event ahead of time.
 - v. Jim G – Needs permission and commitments from the DDA to know if we can count on folks for contributions.

- vi. Will to Jeff – What do you need from us? Jeff – Somebody to act as representative between the PDDA and TOMTC and perhaps contribute to writing the grants
- vii. Jim – Are these trust fund grants an all or nothing kind of grant? Jeff – It is my understanding that usually they are. If you go low enough, not sure of the threshold which may be \$100k or \$50k, then they will likely fund most or all of what's asked.
- viii. Jim – Village Clerk, Lisa, has grant writing experience and could contribute.
- ix. Jeff – A Rec Plan is already in place and having a partner in this (Village and perhaps McKinley and/or Maple River) is very beneficial.
- x. Susan – This is a good opportunity for Pellston to utilize its location for such a project to benefit the local community as well as those traveling through.
- xi. Elaine has mock-ups of trailhead for viewing and presents them to all present...
 1. First rendition shows building with bathrooms, hall to act as vestibule so warming room is locked while bathrooms are available 24/7.
 2. Includes a two-sided fireplace and an outdoor covered patio pavilion with overhead canopy which faces Main Street.
 3. Space for rink (appx 90x100) is behind building.
 4. Hallway is 8' wide
 5. 8-12 roof slope
 6. 936 sq ft
 7. Discussion of bathrooms, size, accommodation, etc – This size and type building requires one bathroom for each sex yet the code which is set for 34 people means each bathroom does not have to provide for more than one person at a time.
 8. Discussion of skate rentals, concessions, etc – Will said library could handle skate rentals, Larry said a food truck could be brought in if need be, Elaine noted food concessions involves health dept and other licenses which may be cost prohibitive.
 9. Discussion of amenities to help visitors such as skaters or snowmobilers lead to the idea of strong hooks and cubbies.
 10. Jeff brought up bikes and how to assist with summer users of facility – Jim noted last year we were approached by LTBB with idea of an open bike use plan which has since not come into fruition.
 11. Jeff suggested a bike maintenance station which would not cost a lot.
 12. Diane – Idea of having a sign so the building can be more easily noticed from the road was brought up.
 13. Jim – concern of covered patio – inviting snowmobiles to go under or through. Discussion of 18" wall, posts, boulders, picnic tables, signs to make it more difficult or impossible for anyone to drive a snowmobile under the covered patio.
 14. Jim – Cost will be the ultimate decider or whether or not Elaine has hit the "bullseye" or not.

15. Lighting – “Down lighting” to be dark sky compliant, a lighting engineer would be helpful in determining the best option for both the rink, the covered pavilion and indoor.
16. Jeff – You want to be “aggressive” about what you want but you have to be competitive, plus we’re capped at \$300,000. It’s important to tie everything into this so it’s not just a “trail head” but a multi-use building that is necessary for the community.
17. Jim – The match means minimally we need to come up with \$60-65k. \$30-35k is feasible but \$60k is much harder especially because we only have until April 2017.
18. Will – I believe people will be much more likely to kick in seeing that we have a rendition of the project. A unique feature, sign, sculpture to catch the eye and help it stand out.
19. Diane – Suggested taking out an ad in PNR to promote the need for fundraising showing the renderings of the building and campaign goal.
20. Larry – Suggested a crowdfunding campaign online.
21. Jeff – Project case statement with rendering, state case why you need it, state amount of money needed.
22. Mike – suggested using the park out front to sign vehicle traffic with a “thermometer” sign to indicate the fundraising project and where we stand towards our goal.
23. Susan – Suggests using native plants for soft-scape.
24. Jim – A mission or case statement will be necessary.
25. Jeff – often is the case that one or two people make a large contribution and then many others make smaller ones and a case statement will help with this.
26. Will – what’s the goal for next month? Next DDA meeting is Sept 6.
 - a. Press release for dedication ceremony on Friday Sept 16 at noon, dedication at 1pm.
 - b. Food, beverages for day of.
 - c. Small handouts of renderings for event so people can take a copy with them – someone from DDA should put that together.
27. Jim – Biggest obstacle is how to come up with the money needed by Apr 1, 2017. Jim will talk with PHSCF to discuss commitments toward project.
28. Jim – We need to approve funds to provide food for ceremony as well as get volunteers to assist with everything.
 - a. Motion to allocate funds for up to 100 people at the ceremony totaling no more than \$300 by Will
 - b. Second by Mike
 - c. Approved unanimously

4.) New Business

- a. Suggest changing fb page from “memorialfest” to “Pellston Events” or something like that. No one had a problem with this change.

- b. Jim – Circus accountant says they have not received their payment yet. Mike said he delivered the check to Tray the Lion Tamer.
- 5.) Announcements
- 6.) Adjournment at 8:57pm