

Pellston, Michigan
Downtown Development Authority
Meeting Agenda
September 6, 2016

- 1.) Last meeting minutes
 - a. Motion to accept minutes by Larry
 - b. Second by Dennis
 - c. Motion passes unanimously
- 2.) Treasury Report
 - a. DDA \$49,749.84
 - b. Veterans \$2664.77
 - c. Festival \$4281.95
- 3.) Old Business
 - a. Pellston Memorial Fest “brief”
 - b. Trailhead and dedication
 - i. Sept 16 at noon will be the Trailhead Dedication Ceremony and Grand Opening at corner of Milton and Main.
 - ii. Elaine Kaiser and her daughter Grace are present.
 - iii. Changes were made to the design of the building to take into consideration last month’s discussion
 1. Half wall (stone) around pavilion area
 2. Bike parking area and air pump
 3. Septic field on north end of property, well on SE corner of property
 4. Stone half-pier within walkway entrance under pavilion area to keep motorized traffic out
 5. Bench wraps around perimeter of Warming Room as well as cubbies for shoes/skates and a counter on the wall opposite the fireplace
 6. Area designated for 2 vending machines in hallway
 - a. Discussion of other areas for vending machines such as outside, adjacent to the mechanical room, etc;
 - b. Will pointed out that these are only renderings to move forward toward achieving grants and that many items such as vending machines are subject to change or delete from plans.
 - iv. Larry brought up the functional flow and lack of direct through path from ice rink, to pavilion, to warming room. Elaine mentioned that a path or walkway on the ice rink side could help.
 - v. Costs - \$256,740 – Some unknowns - \$295k was Elaine’s initial estimate figure. Keep about a 10% contingency for overruns which brings it up to \$282,414. Does not include connections to gas, electric, a well, signage, hook-ups for vending machines.

- vi. Jeff Winegard had mentioned max grant for DNR Trust Fund was \$300,000. A 30-35% match is required and other sources of funding from foundations can go towards the match.
- vii. Susan mentioned that the Michigan Council of Foundations includes over 2000 foundations in Michigan that are potential however it takes a lot of sifting to find the one(s) who would be interested.
- viii. Larry questioned whether or not sponsors could be sought to “sell space” within the building as part of raising funds. Will said that would be something we can consider.
- ix. Will asked assuming as of April 2017 the funding is available, would construction be able to start in summer of 2017? Elaine said this would be a possibility, allow about 8 weeks for permitting and preparation. A realistic timeframe would have completion in 2018. Probably spring or summer.
- x. Discussion of promoting the dedication of Sept 16 at noon
 - 1. Mike will create and post the event on Facebook to help estimate how many are interested in going to the dedication.
 - 2. Mike will contact Chris Nye to make sure the website includes this event.
 - 3. Jim and Jean Anne will be providing chips, pop, cookies or brownies and hot dogs for those in attendance.
 - 4. The biking group knows about this event. It’s our job to get the word out in town.
 - 5. The TOM Tails Council facebook page has pdf posters of event for download.
- xi. Susan took photos of area Trailheads with hopes of sharing the different aspects of each one for consideration as we move forward with our own.

4.) New Business

- a. NLEA will have an event on Friday the 16th as well. A limited number of people attend. This year it will be held at the Charlevoix Rod & Gun Club.

5.) Announcements

6.) Adjournment

- a. Motion to adjourn by Larry
- b. Second by Dennis
- c. Unanimous