**DOWNTOWN LUDINGTON BOARD OF DIRECTORS MEETING – July 9, 2007**

John Henderson called the meeting to order at 11:00 a.m. in the City Municipal Building Community Room.

Members present: Gail Lyons, Julie Payment, Wayne Brown, Terry Murphy, Chris Pontz, Kathy Maclean, and Mayor John Henderson. Also present were City Manager John Shay, Planning Commission Representative Kaye Holman, Chamber Representative Alberta Muzzin, Convention and Visitors Bureau Representative Sara Kronlein and Community Development Director Heather L.V. Loney. Absent were: Ray Janish, Arlen McCloskey, and Les Johnson.

App**roval of Agenda**

Moved by Payment, seconded by Murphy to approve the agenda as amended by Mayor Henderson. Motion carried

**Minutes**

Moved by Lyons, seconded by Brown to approve the May 14, 2007 minutes as presented. Motion carried.

**Public Comments**

None.

**Financial Report**

No money has been spent to date. Money is committed for events.

**Committee Reports**

A. Business Recruiting/Retention/Marketing
    - Committee met with DPW and representative from the hospital this morning to go over final sign placement. Committee will be meeting with Tye signs this afternoon to finalize measurements needed by DPW for setting of concrete base. Wayne Brown explained to the committee that the original lighthouse design by the college would be too small for the sign. He is looking into other possibilities to make the lighthouse big enough. The sign will go in without it for now and the lighthouse will be added later. The committee also cannot locate the original folder for the sign information and bill of sale.
B. Special Events/Promotions/Activities
    - Movies in the Park – Lyons passed around examples of the poster, and update of which movies will be shown was also given
    - Sidewalk sales preparations are underway. Lyons asked that the committee approval $100.00 for the hanging of the banner. Mayor Henderson said that the City would waive the fee to hang the banner.
C. Building and Grounds
    - Mayor Henderson explained that he and Heather had walked downtown to make a list of immediate clean-up needs and the City has been addressing those.

- Chris expressed that the committee was in need of money for Christmas light and finding out if those could be up during the summer.
- Discussion was had as to whether Ed Harwood would still be bringing kids down to clean the streets in downtown. Alberta Muzzin stated that this was not a budget item and that it was done for Community Service and was paid for by the school. Mayor Henderson asked the committee to look into the cost of the lights and to find out about the costs associated with having the kids do clean-up.
- Murphy gave and update concerning the mural that was painted to show James Street businesses. She stated that it is currently on display, but it is not an ideal location.

D. Friday Night Live/Christmas Parade

- Payment updated the committee. The details are getting wrapped up. There will be 2 stages this year. Heather expressed the need for a petting zoo. Lyons said that she may have a contact.\Terri asked about advertising the open house for the arts council building at Friday Night Live. Payment stated that the committee would be happy to help advertise.
- The committee needs to approach National City about the street closure.
- Bike Night – Payment gave an update that Bike Night will be happening on September 15th. David Jackson is helping as well as another group who is passing out flyer for the event. The planning committee will be Heather, Julie and Les. Alberta stated that the chamber has a fund balance of $750.00 for the event.
- Christmas Parade- Mayor Henderson reported that Straight Steel has agreed to fabricate 78 metal frames work facades for the light poles for downtown. They are donating their time and supplies for this. Brown expressed that we should put a trailer or float in the parade thanking them for their donation. Muzzin stated that the parade will be December 7th at 6:30pm and the Chamber will take the lead on it. The idea of a snow princess was discussed.

**Ex-Officio Reports**

<u>City Manager Report</u>

- Shay updated the committee on the action regarding the development of the bowling alley block. It does not appear that development on that will occur this year or next year.
- Shay announced that the City has reached an agreement for the Padnos property on Dowland for placement of the new Fire Hall-pending an environmental review. The property will remain vacant and the fire hall will not be moved until plans for the bowling alley block move forward.
- Shay also announced that the City Council will be voting on the DDA millage at this evenings meeting

<u>Convention and Visitors Bureau</u>

- Sarah handed out a comments sheet to the DLB board from feedback received from the downtown visitor center.
- Sarah asked for any feedback the DLB has on the visitor center.

Chamber of Commerce Report

- Muzzin reported that the Gander fishing tournament is coming up and passed out flyers concerning the event.
- Muzzin also reported that there will be a beer tent in Waterfront Park during the fishing tournament. There is also a need for bands for the tent. They will coordinate with FNL for the July 20th date.
- Muzzin reported that Macker went well and thanked the City, DPW and The Police. Macker was thrilled with the turnout and sold double the amount of clothing.
- Muzzin also reported that Air It Out will be having a tournament on August 11 at the Wal-mart Parking lot.

Planning Commission

- Counselor Holman reported that the Planning Commission approved an apartment above Gregory's Flowers.
- She also stated that she did not believe the bowling alley block would move forward this year or next with development.

**New Business**

- Loney handed out copies of the MSHDA presentation for those who were unable to attend.
- Loney directed everyone's attention to the Downtown Enhancement Strategies report as a guide for planning and reported that many of the things incorporated in the plan were happening or have happened.
- Loney asked that DLB members and committees come up with a list of priorities for downtown improvements. Possibly a 5-10 year plan of action for what needs to be addressed. This plan will be necessary if the committee hopes to increase their funding.
- City Manager Shay explained TIF financing and how the capture works for obtaining funding for the DLB. Shay will have numbers for the next meeting regarding collection of TIF.
- Mayor Henderson announced that new committee was being formed to work with members of the Chamber board to come up with ideas for downtown. Mayor Henderson nominated Julie Payment and Kathy Maclean to be liaisons to the committee from the DLB. Motion was made by Mayor Henderson, seconded by Pontz to appoint Maclean and Payment as representatives. Motion carried.
- Discussion was had about holding an August meeting of the DLB. A motion by Brown, seconded by Payment was made to hold the meeting. Motion Carried. The next DLB meting was set for August 13th at 11:00am at City Hall.
- Muzzin complimented Murphy on the Downtown Ludington Now newsletter.

Motion to adjourn meeting made by Brown and seconded by Payment. Meeting adjourned at 12:20 p.m.

Respectfully submitted by Heather L. V. Loney