



Three Rivers DDA/Main Street May 1, 2015 City Hall @ 8:00 a.m.

1. Call to order
2. Approval of Agenda
3. Approval of Minutes – April 10, 2015
4. Swear in new Board members: Sara Herrmann & Bobbi Schoon
5. Financial Report – March 31, 2015
 - a. Budget Presentation to City Commission – May 5, 2015 @ 6:00 p.m. (City Hall)
 - b. Work Plans Deadline/Volunteers Meeting – June 10, 2015 @ 6:30 p.m. (Riviera Theatre)
6. Citizen Comments
7. Director Report
8. Committee Updates
 - a. Organization Committee
 - b. Economic Restructuring Committee
 - c. Design Committee
 - d. Promotions Committee
9. Michigan Main Street Center Presentation: ***Brittney Hoszkiw, Organization Specialist***
10. Discussion Items
 - a. Work Plans
 - i. Sponsorship Program (ORG)
 - ii. Flowers (DESIGN)
 - iii. Business Assistance Guide (ERC)
 - iv. Market Analysis (ERC)
 - v. Property Inventory (ERC)
 - vi. Sass in the City (PROMO)
11. Next Regular Board Meeting: June 5, 2015
12. Adjournment

**Three Rivers DDA/Main Street
Board Meeting
City Hall
April 10, 2015 @ 8:00 a.m.**

Present: Sharon Bachinski, Joe Bippus, Tom Miles, Danielle Moreland, Doug Mitchell,
Nancy Boyce
Absent: Brian McDaniel
Staff/Other: Brian Persky

- I. Call to Order: 8:05 by Moreland
- II. Approval of Agenda: Motioned by Boyce, 2nd by Mitchell & Approved Unanimously
- III. Approval of the Minutes-March 6, 2015: Motioned by Mitchell, 2nd by Bachinski & Approved Unanimously
- IV. Finance Report- February 28, 2015: Motioned by Bippus and 2nd by Mitchell & Approved Unanimously
- V. Citizen Comment: No Comments
- VI. Director Report: Update on filling the Maintenance position, training last week, Market Analysis meeting, traffic calming, and current design services projects.
- VII. Public Hearing on the 2015 budget:
 - a. Budget – Motioned by Bippus, 2nd by Mitchell & Approved Unanimously
 - b. Adopt Mileage Resolution for 1 mil- Motioned by Bachinski, 2nd by Mitchell & Approved Unanimously
 - c. Adopt Budget Resolution for Commission – Motioned by Mitchell, 2nd by Boyce & Approved Unanimously
- VIII. Action Items
 - a. Nancy Boyce for Board V.P. – Motioned by Mitchell, 2nd by Bachinski & Approved Unanimously
 - b. New Board Member Recommendations – Motioned by Boyce, 2nd by Mitchell to recommend Sara Herman and Bobbi Schoon to the City Manager for appointment & Approved Unanimously.
- IX. Committee Update:
 - a. ERC: Bippus gave an update on the traffic calming and market analysis discussions
 - b. ORG: Moreland updated on fundraising, recruitment, dog signs, and cleanup day schedule.
 - c. Design: Boyce updated on upcoming training for business owners and the State training on how to score and approve design projects. Boyce also recommended we watch a webinar on downtowns.
 - d. Promotions: Mitchell updated on Sass in the City, Community Clean Up, and Harmony fest.

X. Work Plans:

- a. Community Clean Up: Brian presented the plan and discussed various groups that are coming and the projects they will undertake. Motion to Approve by Boyce, 2nd by Bachinski & Approved Unanimously
- b. Property Inventory: Persky presented the plan to develop a user friendly data base for downtown buildings. Rob VGR will write a computer program that will do what we would like and Persky is collecting information to put into the database. Motion to approve the work plan by Mitchell 2nd by Boyce & Approved Unanimously

XI. Miscellaneous:

- a. Bippus mentioned that he spoke with a developer from Grand Rapids who had insight into downtown developments and would like to have further discussions.

XII. Adjourned: 9:05 a.m.

**Three Rivers DDA/Main Street
Organization Committee
City Hall
Tuesday, April 14, 2015 @ 8:00 AM**

Present: Danielle Moreland, Cathy Lawson, Tom Miles, Lindsay Oswald, Tricia Meyer, and Alan Lockwood
Absent: None
Other: Brian Persky

1. Call to Order at 8:05 a.m.
2. Roll Call
3. Approval of Agenda – Approved by consent.
4. Citizen Comments – There were none.
5. Appoint Volunteers to Committees
 - a. Kristina Coakley was appointed to the Promotions Committee
 - b. Tricia Meyer was appointed to the Organization Committee.
6. 100 Friends Of Main Street Fundraising WP Update
 - a. \$715 had been collected. Additional addresses were needed to mail out, and Moreland would send an email reminding board members to add 5 friends.
 - b.
7. TR Cleanup / Volunteer Appreciation Day
 - a. Persky gave an update, and Moreland would email committee members regarding nominations for special awards.
8. Sponsorship Draft Review
 - a. Oswald reviewed the draft brochure. \$8,600 was the goal just to cover upcoming programs.
9. Next Regular Board Meeting: May 12, 2015 @ 8 AM
10. Adjournment – The Committee adjourned at 9:20 a.m.

**Three Rivers DDA/Main Street
Design Committee
DDA office
Wednesday, April 15, 2015 @ 8:30 a.m.**

Present: Nancy Boyce, Larry-Michael Hackenberg, Pat Green, Jody Cooley, Teresa Cytlak, Mary Miholer-O'Connor, Anna Smith
Staff/Others: Brian Persky, Danielle Moreland

- I. Call to order at 8:30 a.m.
- II. Agenda approved with the addition of Plan Updates becoming a permanent agenda item. Mary moved, Pat seconded. Passed
- III. Minutes were received with corrections of typo and Pat will contact Belinda who is Ed Knapp's granddaughter. Mary moved, Teresa seconded. Passed. Accepted with regret was the resignation from committee member Peggy Deames.
- IV. Discussion items:
 - a. Traffic Calming Presentation by Larry-Michael using and updating the 2006 Charrette. Downtown now has parking of East and West sides. Move for downtown parking is less parking places, more pedestrian friendly and a people gathering place not a parking lot. Suggestion to paint the parking design on to the street with a center median. This would show people what the plan is and get their input. The long-term plan should have all small projects point to that end. Traffic calming really means slowing traffic down, making it more difficult for traffic to just drive through.

Nancy added that the problems need to be addressed are apartment renters and business owners parking on Main St. There would have to be an education program for them and customers. There are now 40-42 parking spaces on Main St. with reserved spaces needed in back for residents and businesses. Time for parking on Main Street was discussed ranging from 15 to 90 minutes.

Danielle expressed that the 2 hour limit parking now is not enforced. Moving 40 parking spaces down to 15 is not an option with potentially 3 new restaurants coming to downtown. Sturgis has lost business due to new street scape. Need big goal not little plans done over and over. Quick cheap fix first would be painting of crosswalks. City might help.

Ideas from presentation and conversations -

- Parking spaces to be assigned in parking lots for business owners and tenants.
- Problems with snow removal as City now plows to center of Main and leaves it there until they have time to remove it which makes it dangerous for people crossing in winter.
- Brian said Task Force looking into problems and finding consensus. MDOT open to painting crosswalks.
- From Task Force, April made drawings and Larry suggested heat applied strips for painting have been turned over to Daryl from MDOT.
- Use of Water Festival and/or Harmony Fest when streets are closed to do painting discussed. MDOT wants quality and maintenance.
- Spray chalk and chalk were discussed by Design Committee.
- Task Force is meeting in a few weeks.

- b. Review Work Plans: With the resignation of Peggy Deames there is a need for reassignment of Peggy's committee positions.
 - i. Create Downtown Design Review Guidelines (looking at Historical Guidelines as a guide) as to the outside of building, what is appropriate here, this needs to be included in City code, and given to building owners.
 - ii. Communication amongst stakeholders like planning commission, parks, etc. on how to work together.

- c. Update on Clean Up Day: Brian ordered flowers from Havenaar's Greenhouse. 36 hanging cocoa baskets, 42 12" planters, 24 14" planters and spikes and petunias. Need to set up plans for setting up, delivery, etc. for May 16. Lots of groups lined up to help include Girls on the Run, American Axle, Armstrong's, TRAM, Club of Little Gardens, TR Fire Dept. and many others. Riviera will have donuts for breakfast and a lunch with volunteer recognition. Suggestions and ideas offered were: Cleaning new brick under pots presently on sidewalk, washing windows, painting over graffiti (need for an graffiti art wall on Pealer St. bridge), Cleanup Day video. Mural Mall needs a plant knowledgeable person to lead that area cleanup. Mary will contact Georgina. Worker needed for DDA area - 18 weeks, \$10 an hour, 28 hours a week for summer plant watering and mowing and other misc. work.

- d. Pole straightening: Pole at 5/3 Bank needs straightening before flower pots come.

- e. East Parking issues: Suggestion that 15 Minute Parking sign on Portage Ave. is not necessary as it was placed for the benefit of Downtown Dog when their shop was located there. Placement of temporary sign on that pole pointing to the east parking area with sign City took down behind Whitehouse building would be more suitable. Danielle offered her building on the corner of Portage and Joshua Dr. for large PARKING with ARROW sign to painted on the east side of the building. Danielle pointed out some problems that need addressing with the fence line area right behind the stores in east parking lot area. East walk through has some bricks and paint that need attention.

- f. Secretary: Moved by Mary with second by Nancy that secretary for Design Committee for the year will be Anna Smith. Passed.

- g. Items of importance: 100 Friends of Main Street - more friends needed, more brochures needed to be given out. Community Committee Meeting - June 10, Wed. evening.

- h. Meeting adjourned 9:50 a.m.

Respectfully submitted,
Anna Smith

**THREE RIVERS DDA/ MAIN STREET
PROMOTIONS COMMITTEE
VOYAGER'S INN BED & BREAKFAST
APRIL 9, 2015 @ 8:30 a.m.**

- 1. CALL TO ORDER**
The meeting was called to order by Brian Persky at 8:30 AM.
- 2. ROLL CALL**
Present: Caryn Wilson, Terra Miller, Brian Persky, Connie Curio, Christina Coakley, Doug Mitchell, Heather Martell and Danielle Moreland
- 3. APPROVAL OF AGENDA**
A motion was made by Wilson and seconded by Mitchell to approve the agenda. Motion carried.
- 4. APPROVAL OF MINUTES**
A motion was made by Mitchell and seconded by Wilson to approve the minutes of the last meeting. Motion carried.
- 5. CITIZEN COMMENTS**
None.
- 6. UPCOMING EVENTS**
 - a. "Community Clean-Up Day " is May 16 (8:30 AM – Noon). Modern Woodmen has committed to a \$750 donation and Alan Lockwood will contribute for flowers. Home Depot, Armstrong, American Axle and Riverside Church are organizing volunteers. Contacts have been made with the schools, Girls on the Run, the Probation Center and churches. The Chamber needs to be contacted. Ads will run in the Commercial and WLKM. The event will be placed on the community calendar.
 - b. A work plan is being developed for Sass in the City (July 17 from 5-8 PM).
- 7. DISCUSSION ITEMS**
 - a. The DDA is offering financial assistance to Harmony Fest, and the Promotions Committee will assist with this event this year. Plans to move the stage to the other end of the street have been discussed, and vendors may be located down the center of the street instead of in front of businesses. The addition of craft beer tasting is under discussion.
 - b. DDA managers from around the county are considering a "Heritage Walk" event for the Fall of 2016.
 - c. Terra Miller agreed to serve as Chair of the Promotions Committee.
- 8. NEXT MEETING:** Thursday, May 19, 2015 (8:30 AM) at Voyager's Inn.
- 9. ADJOURNMENT: 9:30 AM**

Submitted by:



Caryn Wilson, Secretary

Director's Report

- State representatives from MEDC and MSHDA once again visited Downtown Three Rivers this past month to walk through several potential properties being considered for redevelopment. I am in the process of completing a Community Development Block Grant (CDBG) application for funding of at least one potential project.
- Jace Menz has been hired as our new DDA maintenance person, and begun training this week. The position (slightly altered) is still a part-time, non-union, at will position, but will be considered a Summer Internship. Jace has been hired to work May 18, 2015 – September 18, 2015 at \$10/hour, 6 days/week, and will work no more than 28 hours/week during that span.
- Much of April was spent reviewing committee fiscal-year progress, and sitting down individually with project chairs to get work plans down on paper. This was a main priority from the Michigan Main Street Center as well as the DDA/Main Street Executive Committee.
- The Market Analysis officially kicked off in April, and volunteers were given individual assignments at our April 21st meeting with Jay Schlinsog (consultant) and Emily Pantera (MMSC). A public stakeholders meeting will be held in the evening of May 20, 2015 – time and location will be announced very soon.
- The Three Rivers “Main Street Area” is experiencing a recent surge of interest in potential business expansion and property development. One serious concern the DDA needs to consider is how to effectively support these potential projects with local investment dollars. Currently, the DDA is not in a position to provide significant financial support due to the large amount of debt obligation.