

Sturgis Downtown Development Authority
Meeting Minutes
January 17, 2018

The meeting was called to order at 8:00 am by Chairman Camburn in the Conference Room at the Chamber of Commerce.

Present: Wickey, Camburn, Inman, Hughes, , Good, Harrison, Gump, Falkenstein

Absent: Rockey, Stimson, Johnson, Summey

Also Present: City Controller Holly Keyser, Asst City Manager Andrew Kuk

New Business –

Minutes -The December 2017 meeting minutes were approved as presented after a motion by Mr. Inman with support from Mr. Good. All were in favor.

Treasurer Report – Mr. Gump gave a financial update. There was a motion to approve the report by Mr. Good with support from Mr. Falkenstein. All were in favor.

City of Sturgis Project Updates – Mr. Kuk provided updates on the Sigrist's storage building (113 North St.) acquisition and demolition. He also discussed the results of the downtown overnight parking discussion at the City Commission (changes were approved). Finally he provided an update on 105 S. Jefferson St.; bids have been approved for the demolition and Planning Commission has recommended rezoning for a potential Historical Society expansion on the property.

Organization - The Board discussed staffing for the organization and how the overall mission of the DDA played into that position. Discussion was held on the infrastructure vs. promotion nature of the organization. Board discussed establishing a committee to address the staffing issue, specifically a job description/job proposal. There was a motion to establish a committee for staffing comprised of Kurt Inman, Robert Harrison, Michael Hughes, and Jeremy Gump by Mr. Harrison, seconded by Mr. Good. All were in favor.

Promotion – Mr. Harrison and Mr. Inman presented a report on the Winter Blues event.

Economic Restructuring – Chairman Camburn presented an update on the Open Door Gallery project.

The meeting was adjourned at 9:00 am after a motion by Mr. Harrison with support from Mr. Gump.

Minutes Prepared by: Andrew Kuk, Assistant City Manager

Sturgis Downtown Development Authority
Meeting Minutes
February 21, 2018

The meeting was called to order at 8:10 am by Chairman Camburn in the Conference Room at the Chamber of Commerce.

Present: Wickey, Camburn, Inman, Hughes, Harrison, Falkenstein, Rockey, Stimson, Johnson, Summey

Absent: Gump, Good

Also Present: City Controller Holly Keyser, Asst City Manager Andrew Kuk

New Business –

Minutes -The January 2018 meeting minutes were approved with a correction showing Mr. Summey was absent after a motion by Mr. Falkenstein with support from Mr. Summey. All were in favor.

Treasurer Report – Mrs. Keyser gave a financial update. There was a motion to approve the report by Mrs. Stimson with support from Mr. Falkenstein. All were in favor.

City of Sturgis Project Updates – Mr. Kuk reported that the building is down at 113 North St. Downtown overnight parking has been approved by the City Commission. Hughes reported that the 105 S. Jefferson house is undergoing asbestos abatement. Demolition will follow.

Organization – The board discussed DDA staffing. Members are to review a job description and give any feedback by the March meeting. Hughes suggested an initial one year commitment.

Promotion – No report.

Design – Stimson reported that the design review committee met twice last week to consider requests from Century Bank and York Mercantile.

Economic Restructuring – Stimson will contact Beverly Benne of the Open Door Gallery to set up a meeting re a lease agreement. Summey reported that the enclosure on the south dumpster behind the 100 block needs repair. There was a motion by Hughes with support from Falkenstein to authorize repairs. All were in favor.

The meeting was adjourned at 8:54 am after a motion by Mrs. Stimson with support from Mr. Harrison. All were in favor.

Minutes Prepared by: Karen Stimson, DDA Secretary

Sturgis Downtown Development Authority
Meeting Minutes
March 21 2018

The meeting was called to order at 8:10 am by Chairman Camburn in the Conference Room at the Chamber of Commerce.

Present: Wickey, Camburn, Inman, Hughes, Harrison, Falkenstein, Rockey, Johnson, Summey

Absent: Gump, Good, Stimson

Also Present: City Controller Holly Keyser, Asst City Manager Andrew Kuk

New Business – Potential changes to the central business district zoning amendments were discussed.

Minutes -The February 2018 meeting minutes were approved as presented after a motion by Mr. Falkenstein with support from Mr. Summey. All were in favor.

Treasurer Report – Mrs. Keyser gave a financial update. There was a motion to approve the report by Mr. Camburn with support from Mr. Falkenstein. All were in favor.

City of Sturgis Project Updates –Mr. Hughes reported that the 105 S. Jefferson house is undergoing asbestos abatement. Demolition will follow.

Organization – The posting for DDA Event Coordinator was reviewed. Interview will be scheduled.

Promotion – No report.

Design – There was no design review committee report. Hughes noted that the city is inspecting downtown parking lots for repair.

Economic Restructuring – Stimson was not present to report on Open Door Gallery meetings re a lease agreement. Summey reported that repairs are in progress on the south side dumpsters.

The meeting was adjourned at 8:45 am after a motion by Mt. Inman with support from Mr. Harrison. All were in favor.

Minutes Prepared by: Karen Stimson, DDA Secretary

Sturgis Downtown Development Authority
Meeting Minutes
April 18, 2018

The meeting was called to order at 8:00 am by Chairman Camburn in the Conference Room at the Chamber of Commerce.

Present: Wickey, Camburn, Inman, Hughes, Harrison, Falkenstein, Stimson, Johnson, Summey, Good

Absent: Gump, Rockey

Also Present: City Controller Holly Keyser, Asst City Manager Andrew Kuk, Chamber Director Cathi Abbs, Sturgis Fest Organizer Bob Pranga

New Business –

Minutes –March meeting minutes were not available. Approval will be sought at May meeting.

Treasurer Report – Mrs. Keyser gave a financial update. There was a motion to approve the report by Mr. Falkenstein with support from Mr. Summey. All were in favor.

City of Sturgis Project Updates-Mr. Hughes reported that the City Commission is revisiting parking lot work tonight. More to follow on that and on potential sign ordinance changes currently with the planning board.

Organization – There were 5 resumes received for the Event Coordinator Position. Two will be scheduled for interviews. More to follow at May meeting.

Promotion – The Kiwanis Flower Sale will be May 18-19 in front of Camburn's.

Design – Nothing new to report.

Economic Restructuring – Stimson will contact Beverly Benne of the Open Door Gallery to set up a meeting re a lease agreement. Summey reported that the dumpster repairs are finished.

Summey suggested a meeting with downtown businesses to introduce the Event Coordinator and that a committee be formed for support.

The meeting was adjourned at 8:50 am after a motion by Mr. Good with support from Mr. Harrison. All were in favor.

Minutes Prepared by: Karen Stimson, DDA Secretary

Sturgis Downtown Development Authority
Meeting Minutes
May 16, 2018

The meeting was called to order at 8:00 am by Chairman Camburn in the Conference Room at the Chamber of Commerce.

Present: Wickey, Camburn, Inman, Hughes, Falkenstein, Stimson, Summey, Good, Rockey

Absent: Gump, Harrison, Johnson

Also Present: City Controller Holly Keyser, Asst City Manager Andrew Kuk

New Business –

Minutes –April meeting minutes were approved after a motion by Falkenstein, with support from Summey. All were in favor.

Treasurer Report – Mrs. Keyser gave a financial update. There was a motion to approve the report by Mr. Good with support from Mr. Summey. All were in favor. Mrs. Keyser then reviewed the 2017-2018 audit report.

City of Sturgis Project Updates-Mr. Hughes reported that the amendment to sign ordinance was approved by the city.

Organization – Mr. Hughes reviewed the process. There was a motion by Mr. Summey with support from Mr. Inman to offer the event coordinator position to Ryan Conrod. The coordinator will report to the project committee. There will be an event to introduce Mr. Conrod at 5 Lakes Coffee if he accepts the position. Mrs. Keyser reviewed the 2018-2019 budget. There was a motion by Hughes with support from Falkenstein to approve the budget. All were in favor.

Promotion –

Design – Mrs. Stimson reported that the committee had met to review the new sign for 5 Lakes Coffee. They will have a meeting soon on a request from Sunoco. They are replacing Marathon at the station at the corner of Cenreville Rd. and Chicago Rd.

Economic Restructuring – Stimson will set up a meeting with to discuss a lease for the Open Door Gallery. Mr. Hughes will get a draft lease from City Attorney Roger Bird. Mr. Summey has distributed some new keys. Mrs. Keyser is holding the rest of the keys.

Mr. Hughes mentioned that Jeremy Gump will have a hospital committee conflict for approximately 6 months.

The meeting was adjourned at 8:45 am after a motion by Mrs. Stimson with support from Mr. Inman. All were in favor.

Minutes Prepared by: Karen Stimson, DDA Secretary

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Sturgis Downtown Development Authority
Meeting Minutes
June 20, 2018

The meeting was called to order at 8:01 am by Chairman Camburn in the Conference Room at the Chamber of Commerce.

Present: Camburn, Inman, Hughes, Falkenstein, Stimson, Summey, Johnson

Absent: Gump, Harrison, Wickey, Good, Rockey

Also Present: Asst City Manager Kuk, DDA Event Coordinator Conrod, Planning/Zoning Admin Will Prichard, Bob Pranga

New Business – Welcome to new DDA Event Coordinator Ryan Conrod. Ryan is reviewing past events and working on new ideas. Hughes suggested that Conrod should be a city employee reporting to the board. Mrs. Stimson made a motion to approve that plan. There was support from Mrs. Johnson. All were in favor.

Minutes –There was a motion to approve the May meeting minutes as presented by Mr. Falkenstein with support from Mr. Summey. All were in favor. The March meeting minutes were compiled from notes of those present at that meeting. There was a motion to approve the March 21 meeting minutes by Mr. Falkenstein with support from Mr. Summey. All were in favor.

Treasurer Report – There were no questions on the financial report submitted, and a motion to approve the report by Mr. Falkenstein with support from Mr. Summey. All were in favor.

City of Sturgis Project Updates-The Sturgis 247 calendar is up and running at sturgis247.com. There are prospects for vacant downtown locations.

Organization – Nothing to report.

Promotion – The downtown event committee will be meeting with Mr. Conrod. The city has a graphic design intern for the summer who will be looking at “branding” for the DDA. The intern, Ms. Karina Lopez will attend the July meeting. The city is asking for \$500 to support the project. Mr. Pranga gave an update on SturgisFest. The parade will be bigger and better, Wings Etc. will have a Saturday event with Sidewalk Sales. More to come!

Design – Mrs. Stimson reported that we reviewed signage for the Sunoco (formerly Marathon) station at the corner of Chicago Rd. and Centreville Rd. Mr. Prichard talked about temporary signage in the downtown and issues arising. Mr. Pranga suggested that we limit the sizes and types of signs. They should be decorative and functional. Perhaps they should be limited to retail stores and restaurants.

Economic Restructuring – Mr. Hughes has asked City Attorney Roger Bird for a draft lease between the DDA and the Open Door Gallery. The board will review in July and then set up a meeting with Gallery officers.

The meeting was adjourned at 9:00 am after a motion by Mr. Falkenstein with support from Mr. Summey. All were in favor.

Minutes Prepared by: Karen Stimson, DDA Secretary

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Sturgis Downtown Development Authority
Meeting Minutes
September 19, 2018

The meeting was called to order at 8:03 am by Chairman Camburn in the Conference Room at the Chamber of Commerce.

Present: Camburn, Inman, Hughes, Falkenstein, Stimson, Summey, Johnson, Wickey, Good

Absent: Gump, Harrison, Rockey

Also Present: DDA Event Coordinator Ryan Conrod, Amanda Wickey

New Business – The Downtown Event Coordinator Service Agreement with the City was reviewed by Mr. Hughes. There was a motion to approve by Mr. Good with support from Mrs. Stimson. All were in favor. The Friday Night Live Co-Branding Agreement between DDA and Sturges-Young Auditorium was reviewed by Mr. Hughes. There was a motion to approve by Mr. Good with support from Mr. Falkenstein. All were in favor.

Minutes –The June 2018 minutes were available for review. There was not a quorum in either July or August. There was a motion to approve the June 20 meeting minutes by Mr. Summey with support from Mr. Falkenstein. All were in favor.

Treasurer Report – There were no questions on the financial report submitted, and a motion to approve the report by Mrs. Stimson with support from Mr. Falkenstein. All were in favor.

City of Sturgis Project Updates-The City has hired a landscape architect for the Pleasant Street reconstruction scheduled for 2020, with the same firm that worked on the Nottawa Street projects. There will be a two day event for public input.

Organization – Nothing to report.

Promotion – Music on North had a good turnout. This Friday is Summer's End in stores. There will be food trucks and the Depot Museum will be open. Volunteers are needed for setup, cleanup and takedown. Mr. Good suggested an after-party for volunteers. Hughes mentioned that the intern has worked on branding and logo for the DDA website.

Design – Mrs. Stimson had nothing new to report. Mr. Hughes shared information from the Planning Board on changes to temporary signage including the central business district. Flag and feather signs were addressed.

Economic Restructuring – Mr. Hughes asked the board for feedback on the lease document for the Open Door Gallery.

The meeting was adjourned at 9:08 am after a motion by Mr. Falkenstein with support from Mr. Summey. All were in favor.

Minutes Prepared by: Karen Stimson, DDA Secretary

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Sturgis Downtown Development Authority
Meeting Minutes
October 17, 2018

The meeting was called to order at 8:08 am by Vice Chairman Falkenstein in the Conference Room at the Chamber of Commerce.

Present: Inman, Hughes, Falkenstein, Stimson, Summey, Wickey, Good

Absent: Gump, Harrison, Rockey, Camburn, Johnson

Also Present: Chamber Director Cathi Abbs, Asst. City Manager Andrew Kuk, City Controller Holly Keyser and Depot Museum representative Jackie Persing

New Business – Ms. Abbs presented an opportunity to enhance the downtown and create a German themed Christmas Market. There was a motion to approve by Mr. Good with support from Mr. Hughes. All were in favor.

There was a motion to hire Norman and Paulsen to conduct the annual audit for a fee of \$800 by Mr. Hughes with support from Mr. Falkenstein. All were in favor.

Mr. Hughes reviewed a tentative lease agreement between the Open Door Gallery and the DDA. Mr. Hughes will go back to City Attorney Bird to have a few things added before the committee discusses this with the Gallery representatives.

Minutes –The September 2018 minutes were available for review. There was a motion to approve by Mr. Good with support from Mr. Inman. All were in favor.

Treasurer Report – There were no questions on the financial report submitted by Mrs. Keyser, and a motion to approve the report was made by Mrs. Stimson with support from Mr. Summey. All were in favor.

City of Sturgis Project Updates-There was discussion on the status of temporary signage, the Pleasant Street project, potential new businesses and a logo design.

Organization – Nothing to report.

Promotion The BBQ Fest was a great success. Thanks to Mr. Summey and Mrs. Amanda Wickey for their work on the event. Fencing for future events was discussed, along with better options for set up and take down. Discussion on the DDA website and branding was postponed until November.

Design – The Sunoco building was painted. There were questions on if the design was approved. Stimson said that Design Review Committee had reviewed signage and color limits. Nothing was said about painting the building. The comic book store opened October 24. Keim Investments is moving.

Economic Restructuring – None.

Mr. Summey brought up the subject of members who have missed multiple meetings. That will be addressed.

The meeting was adjourned at 9:24 am after a motion by Mr. Summey with support from Mr. Good. All were in favor.

Minutes Prepared by: Karen Stimson, DDA Secretary

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Sturgis Downtown Development Authority
Meeting Minutes
November 21, 2018

The meeting was called to order at 8:04 am by Chairman Camburn in the Conference Room at the Chamber of Commerce.

Present: Hughes, Falkenstein, Stimson, Summey, Wickey, Good, Camburn, Rockey

Absent: Gump, Harrison, Johnson, Inman

Also Present: Asst. City Manager Andrew Kuk, City Controller Holly Keyser and Downtown Event Coordinator Ryan Conrod.

Unfinished Business – The tentative lease agreement with the Open Door Gallery has been revised by City Attorney Roger Bird to address insurance, right of first refusal in the event of the sale of the building, and disposition of the gallery escrow account if they wish to terminate the lease. After a final review, we will meet with the Gallery committee.

New Business – Review of the Downtown Business Assistance Pilot Program. \$5,000 would be available through the Sturgis Area Community Foundation and the Sturgis Improvement Association. If the program is approved, they would likely want a DDA representative for the application review board.

Mr. Kuk shared information on DDA branding concept. He will make sure it is OK to personalize the art work.

Minutes –The October 2018 minutes were available for review. There was a motion to approve by Mr. Good with support from Mr. Summey. All were in favor.

Treasurer Report –Mrs. Keyser reviewed the report. There was a motion to approve by Mr. Rockey with support from Mrs. Stimson. All were in favor.

City of Sturgis Project Updates-Mr. Kuk announced a new business at the former Jimi Jo's Ice Cream location. There will be a work session for the Pleasant St. project on November 28. Friday Night Music with SYA has been approved by both parties. He is working on a marketing piece to brewery tap houses. Mr. Hughes discussed the auction of the former China Garden building on December 4. There was discussion of placing a minimum bid in the event there is no private sector interest. There was a motion authorize Chairman Camburn to place a bid on \$15,000 for the DDA by Mr. Hughes with support from Mr. Good. All were in favor.

Organization – Nothing to report.

Promotion – Mr. Conrod reported that Sip N Stroll and Christmas in the City plans are complete and will include two weekends with the new Christmas Market. Winter Blues plans are under way for January 18.

Design – Stimson reported that the design review committee met with the owners of the new Jeep/Chrysler/Dodge Auto Park location. Their building design was acceptable and they were receptive to working streetscape details into their design.

Economic Restructuring – None.

Mr. Hughes asked members to consider a change in meeting date/time to allow those members currently unable to attend to be present. He will send an email to all.

The meeting was adjourned at 9:18 am after a motion by Mr. Hughes with support from Mr. Summey. All were in favor.

Minutes Prepared by: Karen Stimson, DDA Secretary

**Sturgis Downtown Development Authority Board of Directors
Special Meeting Minutes
Friday December 7, 2018**

The meeting was called to order at 12:00 pm by Chairman Camburn in the Wiesloch Raum at City Hall

Present: Camburn, Inman, Wickey, Good, Falkenstein, Stimson, Summey, Johnson, Harrison (via phone)

Absent: Gump, Hughes, Rockey

Also Present: Assistant City Manager, City Controller, City Clerk/Treasurer

Chairman Camburn and Assistant City Manager Andrew Kuk provided information on the recently completed auction for the former China Garden building at 108 E. Chicago Road; the Board previously authorized a maximum bid of \$15,000. The top bid on the property was \$17,500 but the top bidder backed out. The owner of the property offered the building to the DDA at the top bid amount of \$17,500. Discussion was had on the purpose of the building, the condition, the opportunity cost, and the total cost of the purchase. It was explained that control of the development of the property was important and that the total cost could be the purchase price, a buyer's premium, and closing costs. It was recommended to ask the seller to pay some or all of the closing costs.

Moved by Good and seconded by Falkenstein that the DDA purchase the property at 108 E. Chicago Road for a price not to exceed seventeen thousand, five hundred dollars (\$17,500.00) plus a buyer's premium and closing costs.

Voting Yea: Nine Voting Nay: None Absent: Gump, Hughes, Rockey MOTION CARRIED

Minutes Prepared by: Karen Stimson, DDA Secretary

Sturgis Downtown Development Authority
Meeting Minutes
December 19, 2018

The meeting was called to order at 8:00 am by Chairman Camburn in the conference room at the Chamber of Commerce.

Present: Camburn, Inman, Wickey, Stimson, Summey, Harrison, Hughes

Absent: Gump, Rockey, Good, Falkenstein, Johnson

Also Present: Assistant City Manager Andrew Kuk, City Controller Holly Keyser, DDA Event Coordinator Ryan Conrod, Amanda Wickey

Unfinished Business – We were successful in our bid to purchase 108 W. Chicago Rd. The closing should be soon. We will schedule a walk through after the closing. The economic restructuring committee will meet to discuss the purchase details. The committee is Camburn, Summey, Harrison and Kuk.

New Business – Keyser reviewed budget amendments. There was a motion by Hughes with support from Stimson to approve. All were in favor. Discussion followed on DDA marketing costs. There was a motion by Harrison with support from Inman to approve paying Amy Frost \$120 per hour for work on posters, website, events, etc. Kuk will investigate cost for updating website. The promotion committee will work on creating a template and to discuss cost sharing by participating businesses. The committee is Inman, Stimson, Hughes, and Harrison. They will meet immediately following the January meeting.

Minutes –The November 21 and December 7, 2018 minutes were available for review. There was a motion to approve by Mr. Harrison with support from Mr. Summey. All were in favor.

Treasurer Report –Mrs. Keyser reviewed the report. There was a motion to approve by Mrs. Stimson with support from Mr. Inman. All were in favor.

City of Sturgis Project Updates–There will be a pleasant Street presentation in January. We will have a detour starting in April on US 12 for work on the RR crossing. We discussed advertising this and including routes to back parking.

Organization – We will change to meeting on the first Wednesday of the month effective February 6, 2019. There was a motion to approve by Hughes with support from Stimson. All were in favor. Stimson will try to coordinate a meeting with Open Door Gallery leaders to review a lease.

Promotion – Mr. Conrod reviewed events in the planning stages for 2019. We will be discussing sponsorship by businesses.

Design – Nothing new.

Economic Restructuring – None.

The meeting was adjourned at 9:30 am by Mrs. Camburn. We did not have a quorum to vote after Mr. Wickey left at 9:05 am.

Minutes Prepared by: Karen Stimson, DDA Secretary

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