

MANISTEE DOWNTOWN DEVELOPMENT AUTHORITY
MEETING MINUTES OF JULY 8, 2020
8:00 A.M., MANISTEE CITY HALL

PRESENT: Tamara DePonio (arrived 8:20 a.m.), Barry Lind, Kyle Mosher, Thad Taylor, Jodi Walter, Karen Goodman (arrived 8:07 a.m.), James Beaudrie, Bruce Allen, Kenneth Urban

EXCUSED ABSENCE:

ALSO PRESENT:

CALL TO ORDER.

Meeting called to order by the Chair at 8:04 a.m.

APPROVAL OF AGENDA.

MOTION by Thad Taylor, second by James Beaudrie to adopt the agenda with the addition of approval of minutes from the June 24, 2020 special meeting and payment of invoices under new business.

Voice vote—Motion approved.

PUBLIC COMMENT.

None

APPROVAL OF MINUTES.

MOTION by Thad Taylor, second by James Beaudrie to approve the minutes from the June 10, 2020 regular meeting.

Voice vote—Motion approved.

MOTION by Kenneth Urban, second by Thad Taylor to approve the minutes from the June 24, 2020 special meeting.

Voice vote—Motion approved.

OLD BUSINESS.

Action: Manistee Area Chamber of Commerce – DDA Director Contract.

Discussion included:

- Reviewed changes that were made to the original in meeting with subcommittee and Chamber representatives.
- Subcommittee and Chamber are satisfied with agreement
- Submitting agreement to City Attorney for review.
- Contradiction under the pricing terms.

MOTION by Thad Taylor, second by Jodie Walter to approve agreement subject to review by the City Attorney.
Motion withdrawn.

MOTION by Thad Taylor, second by Jodie Walter to approve agreement as amended, removing the *annual negotiation* language, subject to review by the City Attorney.
With Roll Call vote this motion passed 8 to 0.

Yes: James Beaudrie, Kenneth Urban, Karen Goodman, Barry Lind,
Bruce Allen, Kyle Mosher, Thad Taylor, Jodi Walter
No: None

Discussion: West Shore Community College Building Update – Thad Taylor.

Discussion included:

- Reported back to Board discussion with City Attorney – will be drawing up lease to address parking spaces, office space, and use of common areas for the DDA.
- Riverwalk design – Barry and Kyle to meet with City Attorney to determine what can be done and then meet with college representative to create shared vision. Will report back to Board with vision for their input.

COMMITTEE REPORTS.

Design—B. Lind

- First meeting since Covid shutdown next Tuesday, July 14.
- Banners for downtown have been ordered to replace some of the previously used banners, updated with the City logo. Color scheme will be muted to match the other banners that are being reused.

NEW BUSINESS.

Action: DDA Lower Story Dwelling Support – Planning Commission.

Discussion included:

- Request from Planning Department for letter of support on proposed changes to DDA Lower Story Dwellings ordinance.
- Differences between current ordinance and updated information and why the change.
- In response to the Housing North findings for more affordable housing options.
- Sending specific questions to Mike Szokola to be addressed at next meeting.

Consensus was to table discussion until next meeting, where Mike Szokola from the Planning Department and possibly a Housing North representative could be available to answer questions before a decision is made.

Discussion: Downtown Maintenance Review.

Discussion included:

- City has not performed as it should have – being addressed at City level currently. Weekly meetings with the City Manager and DPW director to keep on top of maintenance of parks and DDA district, going forward.
- Sustainability schedule and the limitations it has had on performance.
- Seasonal workers now being brought up to a full 40-hour week from 30. Additional 80-110 weekly hours to be dedicated to parks and DDA district.
- Sidewalk trip hazards – Karen Goodman to email Thad Taylor pictures.

Action: Payment of Invoices.

Discussion Included:

- Procedure to ensure timely reimbursement to City for budgeted items that are being managed at the City level.
- Timely payment of invoices.

MOTION by Karen Goodman, second by Thad Taylor to recognize and allow Kyle Mosher and Tamara DePonio to work with the DDA CPA to approve invoices for payment.

Voice vote—Motion approved.

BOARD COMMENT.

Karen Goodman informed Board that she had a check and a few invoices to hand over to Kyle Mosher.

Kenneth Urban asked that when speaking in terms of work being done by the City, using FTEs (full-time equivalent) is preferable.

Thad Taylor advised that he spoke with Marc Miller about the bump-out seating and was told that it has allowed Taco 'Bout It to bring back one of their furloughed employees – already seeing the positive economic impact.

Kyle Mosher will be sending out a letter of appreciation to Lakeshore Construction for providing the barriers for the downtown bump-outs.

PUBLIC COMMENT.

None

ADJOURN.

Next meeting is scheduled for Wednesday, August 12, 2020 at 8 a.m. in the City Council Chambers, City Hall, 70 Maple Street, Manistee, Michigan.

MOTION by Thad Taylor, second by Kenneth Urban **to adjourn at 8:40 a.m.**

Kelly McColl
Acting Recording Secretary