

**MANISTEE DOWNTOWN DEVELOPMENT AUTHORITY
MEETING MINUTES OF MAY 12, 2021
8:30 A.M., VIRTUAL MEETING**

PRESENT: Tamara DePonio, Kyle Mosher, Thad Taylor, James Beaudrie, Bruce Allen, Ken Urban, Karen Goodman, Annie Jacobson

EXCUSED ABSENCE: Jodi Walter

ALSO PRESENT: Stacie Bytwork, Marc Miller, Kristina Bajtko

1.) **CALL TO ORDER.**

Meeting called to order by the Chair at 8:30 a.m.

Roll Call.

All Members attending remotely:

Tamara DePonio – Filer Township, Manistee County, MI

Kyle Mosher – City of Manistee, Manistee County, MI

Thad Taylor – City of Manistee, Manistee County, MI

James Beaudrie – City of Manistee, Manistee County, MI

Bruce Allen – City of Manistee, Manistee County, MI

Ken Urban – City of Manistee, Manistee County, MI

Karen Goodman – City of Manistee, Manistee County, MI

Annie Jacobson – City of Manistee, Manistee County, MI

2.) **APPROVAL OF AGENDA.**

MOTION by Thad Taylor, second by James Beaudrie to adopt the agenda as presented.

With Roll Call vote this motion passed 8 to 0.

Yes: Kyle Mosher, Thad Taylor, Ken Urban, Karen Goodman, Annie Jacobson, Bruce Allen, James Beaudrie, Tamara DePonio

No: None

3.) **PUBLIC COMMENT.**

None

4./5.) **APPROVAL OF MINUTES.**

MOTION by Karen Goodman, second by James Beaudrie to approve the minutes from the April 14, 2021 regular meeting.

With Roll Call vote this motion passed 8 to 0.

Yes: Thad Taylor, James Beaudrie, Annie Jacobson, Tamara DePonio, Bruce Allen,
Kyle Mosher, Karen Goodman, Ken Urban
No: None

MOTION by Thad Taylor, second by Ken Urban to approve the minutes from the May 4, 2021 work session.

With Roll Call vote this motion passed 8 to 0.

Yes: Thad Taylor, James Beaudrie, Annie Jacobson, Tamara DePonio, Bruce Allen,
Kyle Mosher, Karen Goodman, Ken Urban
No: None

6.) **APPROVAL OF FINANCIAL REPORTS.**

MOTION by Bruce Allen, second by Ken Urban to approve the April 2021 financials.

With Roll Call vote this motion passed 8 to 0.

Yes: Kyle Mosher, Ken Urban, Karen Goodman, Annie Jacobson, Tamara DePonio,
Bruce Allen, Thad Taylor, James Beaudrie
No: None

7.) **COMMITTEE REPORTS.**

a. Design – Ken Urban. Design Committee met on Monday, May 10. Discussed pavers, sidewalk repair, and planter painting. DPW Director is getting estimates on paver replacement and crosswalk signage. Committee decided to hold off on seasonal banner placements until the Social District has been considered by City Council. They may want to use banners to identify district. Waiting on estimates for upgrading DDA lighting with LEDs. Reviewed façade grants: Fricano’s and Vogue submitted. Committee is recommending approval of Fricano’s façade grant application for up to \$30,000 and will hold off the Vogue’s application until July 1, when the next fiscal year begins, and grant dollars will be available again.

Board discussed paver replacement and the difference between regular and enhanced maintenance. Chair Mosher will work with Kristina Bajtko to develop a subcommittee, to include DDA members, Council members, and DPW staff to establish responsibilities of maintaining projects such as pavers.

MOTION by Bruce Allen, second by Thad Taylor to support the Design Committee’s recommendation that the DDA approve Fricano’s façade grant application in the amount of \$30,000, pending the façade approval by the Historic District Committee.

With Roll Call vote this motion passed 8 to 0.

Yes: James Beaudrie, Karen Goodman, Bruce Allen, Ken Urban, Tamara DePonio,
Thad Taylor, Annie Jacobson, Kyle Mosher
No: None

b. Business Development – Mark Miller. Business Development Committee met on Wednesday, April 21. Discussed the revolving loan fund – timing, niche program fills, availability of funds, application process, and how to allocate funds. Working on the application and guidelines. Another topic of discussion was the Spark “Lite” event which was planned for September 2021 but has been postponed until 2022. Next meeting is scheduled for Wednesday, May 19.

8.) **DIRECTOR’S REPORTS** – Stacie Bytwork. Has reached out to West Shore Community College about the letter of intent the DDA agreed to provide them for the Riverwalk Plaza, as decided at the April meeting. Asked about City providing a letter of intent to approve the DDA bonds. Thad Taylor advised that the City could not do that as it would need to go before Council for their consideration.

a. Merchant’s Report, District Updates, Budget Amendment – Kristina Bajtka. Merchant meetings are held once a month after the DDA meeting is held – next meeting is Tuesday, May 18. All benches and planters have been delivered to the downtown businesses that have made a request. Social District application will be going before Council on May 18.

b. Economic Development – Marc Miller. Fricano’s continues to move forward – speaks with him weekly. Gateway project is moving forward – applying for EGLE money with the City’s assistance. This will help with the demolition and remediation of the site. The Lakeshore Hotel project is projected to bring in \$17.2 million annually through visitor’s spending. The developer they’ve been working with on the Northern Hotel has recently pulled out of the deal and property is back on the market. The owners of the Music Vault downtown are back involved in the project, and property is off the market.

9.) **OLD BUSINESS.**

a. Social Districts – Stacie Bytwork. Submitting the packet of information to Council for their consideration at the May 18 regular Council meeting. Incorporated some of the Rising Tide logos for use in marketing.

b. Outdoor Dinning Platforms – Kristina Bajtka. Have received quotes for the platforms which will be paid by the merchants. The planters and decorative barriers will not be in stock until June 1 – did try to locally source but was unsuccessful. The Chief Glass is comfortable with the function of the new barriers to provide safety to the public.

c. DDA Development Plan – Bond Priorities – Board Discussion. Topic has been tabled until the June meeting.

10.) **NEW BUSINESS.**

None

11.) **PUBLIC COMMENT.**
None

12.) **BOARD COMMENT.**
None

13.) **ADJOURN.**
Next meeting is scheduled for Wednesday, June 9, 2021 at 8:30 a.m.

MOTION by Thad Taylor, second by Karen Goodman **to adjourn at 9:15 a.m.**

Kelly McColl
Acting Recording Secretary