

**MANISTEE DOWNTOWN DEVELOPMENT AUTHORITY
MEETING MINUTES OF JUNE 9, 2021, 8:30 A.M.
WSSC DOWNTOWN EDUCATION CENTER
MEETING ROOMS A & B
400 RIVER STREET**

PRESENT: Tamara DePonio, Kyle Mosher, Thad Taylor, Jodi Walter, Bruce Allen,
Ken Urban, Annie Jacobson

EXCUSED ABSENCE: Karen Goodman, James Beaudrie,

ALSO PRESENT: Stacie Bytwork, Kristina Bajtka

1.) **CALL TO ORDER.**

Meeting called to order by the Chair at 8:29 a.m.

2.) **APPROVAL OF AGENDA.**

MOTION by Thad Taylor, second by Jodi Walter to adopt the agenda as amended, adding an invoice from the City of Manistee for \$16,250 for City Services to 5.) Approval of Financials from May 2021.

Voice vote—Motion approved.

3.) **PUBLIC COMMENT.**

None

4.) **APPROVAL OF MINUTES.**

MOTION by Ken Urban, second by Thad Taylor to approve the minutes from the May 12, 2021 regular meeting.

Voice vote—Motion approved.

5.) **APPROVAL OF FINANCIALS FROM MAY 2021.**

MOTION by Jodi Walter, second by Bruce Allen to approve May 2021 financials and expenses as amended.

Voice vote—Motion approved.

a. Approval of Expenses - ~~\$6,650.00~~ \$22,900.00 (adding \$16,250 for City Services, final quarterly payment of the current fiscal year).

b. Planter Liners – \$2,319.00 (12)

Motion by Thad Taylor, second by Annie Jacobson to approve the purchase of a total of 12 planter liners in the 2020-2021 fiscal year.

Voice vote – Motion approved.

6.) **COMMITTEE REPORTS.**

a. Design Committee – Ken Urban. Design Committee is meeting next week. No current updates.

b. Business Development – Marc Miller. Last meeting was May 19. Current projects are Spark and revolving loan program. There will be no June meeting, next meeting is scheduled for July 21. Will begin to meet more regularly.

7.) **DIRECTOR’S REPORTS** – Stacie Bytwork. The Chamber has been using a team approach to the DDA director position but will begin to transition to Kristina Bajtka as the DDA point person. Marc Miller will attend for quarterly updates and Stacie will attend as needed.

a. Merchant’s Report – Kristina Bajtka. Merchant meeting is scheduled for next week. *Downtown Ladies Night* is scheduled for June 18, social media advertising has gone out. Receiving requests for food truck placements in the downtown. Merchants do need to “sponsor” the food trucks to park and operate on River Street. Kristina to reach out to businesses to see if anyone is interested in sponsoring.

b. Economic Development – Marc Miller (Kristina Bajtka presented Marc’s report in his absence). Continues to be in regular contact with Ted Fricano. Next steps to Fricano’s Manistee River are the purchase of supplemental land from the City (deck) and, transfer of the OPRA certificate from previous owner’s name, with a tentative opening timeframe of November/December 2021.

Chamber continues to facilitate meetings for the Gateway project. Staff contact is 3-5 times per week. City helping with the Brownfield funding, preapplication was submitted and favorably received by EGLE, who asked the City to submit a formal application. Owners of Saladino Smoke have long-term plans to move to Manistee and are interested in participating in /helping to the food truck scene in Manistee.

A survey for building owners in the downtown has been created to identify needs/hurdles to make it easier to connect property owners with entrepreneurs looking for space.

8.) **OLD BUSINESS.**

a. Social District Update – Kristina Bajtka. Manistee is now listed on the Michigan Liquor Control Commission site as having an established Social District. Currently, there

is one approved restaurant, 2 pending, and 1 more interested. Reviewed parameters of district, guidelines, and marketing elements.

i. Cups (\$381.18), Cup Labels (\$373.12), River Street Banners (\$993.75), and Merchant Window Clings (\$145.75) are ordered with the goal of the district being open for the July 4th holiday weekend.

b. Outdoor Dining Platform Update – Kristina Bajtka. Interested merchants paid 100% of cost, Goody’s, TJs, and Taco ‘Bout It are the three participating businesses. Hope to have them in place by July 4th holiday weekend.

c. DDA Development Plan, Bond Priorities – Board Discussion. Budget was approved by City Council. Kristina will schedule a meeting with Ed Bradford and report back to Board at the next meeting. It was requested that Kristina contact Manistee Proud to ask for input – important to keep them engaged.

9.) **NEW BUSINESS.**

10.) **PUBLIC COMMENT.**

None

11.) **BOARD COMMENT.**

Ken Urban – sits on the Blossom Boulevard board. Program was almost dropped due to lack of community involvement. This year almost every section has been adopted and project is moving along great. Looks beautiful.

Annie Jacobson – Thanked Staff for all the work they’ve done with the social district and platforms to invigorate our community.

Chair Mosher asked about the WSCC Riverwalk plaza project. Stacie Bytwork advised that they are creating a temporary area to receive the Leslie Laskey sculpture for his 100th birthday celebration. The college is waiting on the DDA bonding before proceeding with any permanent work.

12.) **ADJOURN.**

Next meeting is scheduled for Wednesday, July 14, 2021, at 8:30 a.m. in the WSCC Education Center, Meeting Rooms A & B, 400 River Street, Manistee, Michigan.

MOTION by Thad Taylor **to adjourn at 9:14 a.m.**

Kelly McColl
Acting Recording Secretary