

**MANISTEE DOWNTOWN DEVELOPMENT AUTHORITY
ANNUAL MEETING MINUTES – JULY 14, 2021
8:30 A.M., WSCC EDUCATION CENTER
400 RIVER STREET, MEETING ROOM A**

PRESENT: Kyle Mosher, Jodi Walter, James Beaudrie, Bruce Allen, Karen Goodman,
Annie Jacobson, Ed Bradford (arrived 8:34 a.m.)

EXCUSED ABSENCE: Tamara DePonio

ALSO PRESENT: Kristina Bajtka, James Grabowski

1.) **CALL TO ORDER.**
Meeting called to order by the Chair at 8:32 a.m.

2.) **APPROVAL OF AGENDA.**

MOTION by James Beaudrie, second by Jodi Walter to adopt the agenda as amended.
Voice vote—Motion approved.

- Add, h.) Ramsdell Regional Center for the Arts, to new business.

3.) **PUBLIC COMMENT.**
None

4.) **APPROVAL OF MINUTES.**

MOTION by Karen Goodman, second by James Beaudrie to approve the minutes from
the July 9, 2021 regular meeting.
Voice vote—Motion approved.

5.) **APPROVAL OF FINANCIAL REPORTS.**

MOTION by Bruce Allen, second by James Beaudrie to approve the June 2021 financials.
Voice vote—Motion approved.

- a. Approval of Expenses - \$27,700.28

6.) **ANNUAL ELECTION OF OFFICERS.**

- a. Chairperson

MOTION by Karen Goodman, second by James Beaudrie to nominate Kyle Mosher as
Chairperson. No other nominations were made.

With Roll Call vote this motion passed 6 to 1.

Yes: Annie Jacobson, Ed Bradford, Jodi Walter, James Beaudrie, Bruce Allen, Karen Goodman

No: Kyle Mosher

b. Vice Chairperson

MOTION by Bruce Allen, second by Jodi Walter to nominate Karen Goodman as Vice Chairperson. No other nominations were made.

With Roll Call vote this motion passed 7 to 0.

Yes: Karen Goodman, Bruce Allen, James Beaudrie, Jodi Walter, Ed Bradford, Kyle Mosher, Annie Jacobson

No: None

c. Treasurer

MOTION by James Beaudrie, second by Jodi Walter to nominate Tamara DePonio as Treasurer. No other nominations were made.

With Roll Call vote this motion passed 7 to 0.

Yes: Annie Jacobson, Kyle Mosher, Ed Bradford, Jodi Walter, James Beaudrie, Bruce Allen, Karen Goodman

No: None

d. Secretary

MOTION by Kyle Mosher, second by James Beaudrie to nominate Jodi Walter as Secretary. No other nominations were made.

With Roll Call vote this motion passed 7 to 0.

Yes: Annie Jacobson, Kyle Mosher, Ed Bradford, Jodi Walter, James Beaudrie, Bruce Allen, Karen Goodman

No: None

7.) **ANNUAL REVIEW OF COMMITTEES.** – At the annual meeting, committees will be evaluated and reappointed or dissolved.

Chair Mosher dissolved the Business Development and Design Committees. Would like to reset and reevaluate subcommittees, as necessary. Decisions made in the committees are best made by the full Board. Kristina Bajtko will contact DPW Director Jeff Mikula to see where he can be included to keep the communication open, with the dissolving of the Design Committee, in which he was a member.

- 8.) **ANNUAL REVIEW OF RULES GOVERNING THE MANISTEE MICHIGAN DOWNTOWN DEVELOPMENT AUTHORITY.** – The governing rules should be reviewed annually by the Board of Directors, and they may be altered, amended, or repealed, and new rules adopted, by a majority of members present at any regular meeting, to be effective upon approval of the Manistee City Council.

Kristina Bajtko would like to have the two-signature rule removed for payment of bills, as the list is brought before the Board for their approval monthly. Though, would like to retain this requirement for any emergency invoice(s) needing payment that can't wait to come before the Board for approval.

Kristina asked that the Board takes the next month to review the rules and email her any suggested changes. She will have prepared list for the Board to review at the next meeting.

- 9.) **COMMITTEE REPORTS.**

a. Design – Chair Mosher

- Nothing to report.
- Discussed the bonding process. Kristina will schedule work session to discuss priorities further, including cost estimates and timeline.

b. Business Development – Kristina Bajtko

- Nothing to report, as committee did not meet.
- Spark will begin meeting as an ad hoc committee – Madelyn Fitzsimmons will be chairing.
- Kristina will work on looking into the revolving loan program.

- 10.) **DIRECTORS REPORT.** – Kristina Bajtko

a. Merchants Report – Merchants were all visited and given the social district information and window clings of their choice (finish before shopping or enjoy while shopping) by Kristina and Tamara DePonio before the July 4 holiday weekend. June's merchant meeting had low attendance and the July meeting has been cancelled due to busy summer schedules. First merchant newsletter will go out to those in database; Board will receive a copy.

b. Economic Development – 76 downtown economic development visits in the month of June. Gateway project is still progressing, Little River Holdings and City are making good progress with the Brownfield for remediation and demolition. Fricano's continues to progress – with the OPRA transfer and land sale. Still on schedule for a fall opening. A Consumers Energy grant has been submitted for Riverwalk vending façade grants and art murals (murals are currently not permitted but will be looking into this with the Historic District Committee). Kristina will find out the date the

award decision will be made. The downtown commercial surveys that were sent out have begun to come back. Out of the 26 surveys that were sent out, 9 were returned. The Chamber has been able to utilize the information from the survey to connect entrepreneurs with property owners.

11.) **OLD BUSINESS.**

a. Social District Update – Kristina Bajtka

Up and running well – no issues to report. DPW was a great partner in the set-up and preparation. Riverwalk banners still need to go up. Extra refuse containers were put in for the holiday weekend but will be removed today by the DPW.

Discussed communicating with public when restaurants/businesses are open. Many hospitality businesses are short staffed so are closed, which leaves downtown short on options.

b. Outdoor Dining Platform Update – Kristina Bajtka

Dining platforms went in before Forest Festival. Some downtown business owners are unhappy about the loss of parking spaces but consensus is that they look great and are being used.

c. DDA Development Plan – Bond Priorities – Board Discussion

Nothing to add.

12.) **NEW BUSINESS.**

a. Food Truck City Ordinance / DDA Resolution – Kristina Bajtka – Discussed hours and location in downtown. Need to work with City to add a short-term fee option. Board would like to see uniform hours for the DDA, 5:30 a.m. to 11:00 p.m.

Changes to Resolution of Support and Encourage Food Trucks in the Downtown Commercial District:

- Uniform hours in the DDA
- Remove DDA permit required section
- Section added for Special Events, 1-4 days

MOTION by Karen Goodman, second by Jodi Walter to accept the food truck DDA resolution with changes.

Voice vote—Motion approved.

b. Downtown Signs / Crosswalk Signs – DPW Director Jeff Mikula has been looking for plates to use when signs are removed for plowing. Placement and safety concerns were discussed.

c. Sidewalk Sales – August 13-14.

d. Hops & Props – September 18.

e. Sleighbell Vacant Chair Seat – Chair has resigned. Jodi Walter volunteered to sit on the committee but is unable to Chair. Suggestion was made that Kristina reach out to Manistee Proud to see if any members are interested. DDA needs to be part of the planning process.

f. Vacant Board Seat – has been advertised.

g. Chair of Design Committee – committee was dissolved.

h. Ramsdell Reginal Center for the Arts – Xavier Verna, Executive Director of the RRCA made a request for advertising on the light posts in the DDA.

Discussion included:

- Arts and Culture advertising only
- Enhancing DDA district without costing DDA
- Reaching out to Mark Fedder for okay
- 7 posts available from US-31 to Division St; 6 posts available from Pine Street to Spruce Street
- Xavier Verna making a presentation to the Board – Kristina to arrange

13.) **PUBLIC COMMENT.**

Councilmember Grabowski – spoke to the maintenance issues being discussed at the DDA meeting and at the City Council work session on July 13. Discussion with Board followed.

14.) **BOARD COMMENT.**

Jodi Walter – thanked Kristina and the Chamber staff for the huge amount of work put into the Forest Festival. Great job!

15.) **ADJOURN.**

Next meeting is scheduled for Wednesday, August 11, 2021 at 8:30 a.m. in the WSCC Education Center, Meeting Room A, 400 River Street, Manistee, Michigan.

MOTION by James Beaudrie **to adjourn at 9:44 a.m.**

Kelly McColl
Acting Recording Secretary