

**MANISTEE DOWNTOWN DEVELOPMENT AUTHORITY
MEETING MINUTES OF AUGUST 11, 2021
8:30 A.M., WSCC EDUCATION CENTER
400 RIVER STREET, MEETING ROOM A**

PRESENT: Tamara DePonio, Kyle Mosher, Ed Bradford, Jodi Walter, James Beaudrie, Bruce Allen, Karen Goodman

EXCUSED ABSENCE: Annie Jacobson

ALSO PRESENT: Kristina Bajtko, Stacie Bytwork, Jeff Mikula, Brandon Prince, Councilmember Grabowski

1.) **CALL TO ORDER.**

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

2.) **APPROVAL OF AGENDA.**

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

Kristina Bajtko will be presenting for Xavier Verna and add New Business d.) Schedule Bond Discussion Meeting.

3.) **PUBLIC COMMENT.**

None

4.) **APPROVAL OF MINUTES.**

MOTION by Jodi Walter, second by James Beaudrie to approve the minutes from the July 14, 2021, regular meeting.
Voice vote—Motion approved.

5.) **RAMSDALL REGIONAL CENTER FOR THE ARTS BANNER PRESENTATION** – Kristina Bajtko.

Ramsdell Regional Center for the Arts (RRCA) would like to hang banners in the downtown to promote upcoming events. Eight (8) banner locations available in the

downtown. Once endorsed by the DDA, the RRCA will present to the Historic District Commission for their approval. City will install.

Consensus: DDA Board has approved the RRCA to hang banners in the downtown to promote upcoming events.

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

MOTION by Ed Bradford, second by Karen Goodman to approve the July 2021 financials.

Voice vote—Motion approved.

a. Approval of Expenses - \$10,913.03

MOTION by Karen Goodman, second by Jodi Walter to approve expenses in the amount of \$10,913.03.

Voice vote—Motion approved.

b. Approval of revised financials from June (end of the year).

Kristina reviewed the additional expenses.

MOTION by James Beaudrie, second by Tamara DePonio to approve the revised financials from June (end of fiscal year).

Voice vote—Motion approved.

7.) **DIRECTOR'S REPORTS** – Kristina Bajtko. DDA annual report to Council was given at the August 3, 2021 meeting. Started to work on updating the DDA website, not user friendly. James Beaudrie and his business partner have offered Kristina assistance with the website. Annual audit is coming up this month. The Sleighbell committee has new co-chairs – Janet Duchon and Julia Cook. Sleighbell meetings will take place on the first Wednesday of each month – will send out dates to the Board.

a. Merchant's Report – No July Merchant meeting due to busy season; next meeting is August 17. Merchants reporting business has been good this summer. This weekend are sidewalk sales and the Pier Run 5k.

b. Economic Development – Set up meeting between Gateway developers and MDOT; project continues to move forward. Work advances on the land sale for Fricano's Manistee River; anticipates a late fall opening. Continuing to work toward food truck park in downtown. River/Water development did not receive MISHDA funding. Board asked Kristina to prepare a letter to on behalf of the DDA in support of this project – MISHDA funding requirements often leave small rural Cities like Manistee disadvantaged when competing for funding. Downtown commercial space survey – eleven (11) have been returned. Tracy Judkins, owner of Downtown Delights, will

have a soft opening on Saturday, August 14. Total of 61 downtown contacts in the month of July.

8.) **OLD BUSINESS.**

- a. Food Truck City Ordinance – Kristina Bajtka, Ed Bradford.
The current City ordinance does not make allowance for a one (1) day “Special Event” license. Ed asked Kristina to send proposed language to work into the ordinance. Once the City Attorney reviews, it can go before Council.

9.) **NEW BUSINESS.**

- a. Hops & Props Liquor License – Kristina Bajtka

MOTION by James Beaudrie, second by Jodi Walter to have Kristina apply for a one (1) day liquor license for the Hops and Props event on September 18, 2021.
Voice vote—Motion approved.

- b. Fall Decor - Kristina

Consensus: Leave petunias in the hanging plants until they no longer look good – no specific fall décor requested. Board asked Kristina to request Ivies or Potato Vine for the hanging baskets next year to ensure they last longer into the fall season.

- c. City Services Agreement - Ed Bradford, Board

Discussion included:

- Expectations of DDA and City – need for more frequent review.
- Creating mechanism for regular walk throughs – monthly?
- City’s plan for creating an asset management plan for the Riverwalk.
- Need for better/more frequent communication.
- Communicating projects/plans/timelines with community.
- Including DPW Director Jeff Mikula in the DDA monthly meeting.

- d. ~~City Services Agreement~~ DDA Bond Work Session- Ed Bradford, Board
Kristina will do another poll to determine a good meeting time for a work session for a bond discussion. Once date is set, Ed will send out information packet to the Board.

10.) **PUBLIC COMMENT.**

None

11.) **BOARD COMMENT.**

12.) **ADJOURN.**

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

MOTION by Ed Bradford, second by Karen Goodman **to adjourn at 10:00 a.m.**

Kelly McColl
Acting Recording Secretary