

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

PRESENT: Tamara DePonio, Kyle Mosher, Ed Bradford, Jodi Walter, Bruce Allen,
Annie Jacobson, Kelly Greve

EXCUSED ABSENCE: Karen Goodman, James Beaudrie

ALSO PRESENT: Kristina Bajtko, Jeff Mikula – Department of Public Works Director

1.) **CALL TO ORDER.**

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

2.) **APPROVAL OF AGENDA.**

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

- Update under Finances, Total Expenses: \$26,494.94
- Add Board Resignation after Approval of Minutes
- Add under New Business, e. Lighting Globes

3.) **PUBLIC COMMENT.**

None

4.) **APPROVAL OF MINUTES.**

MOTION by Bruce Allen, second by Jodi Walter to approve the minutes from the August 11, 2021 regular meeting with correction.
Voice vote—Motion approved.

5.) **BOARD RESIGNATION.**

Chair Mosher read James Beaudrie's DDA Board resignation letter – effective immediately.

6.) **DEPARTMENT OF PUBLIC WORKS UPDATE** – Jeff Mikula. (Distributed list of maintenance tasks/projects completed or in the works).

Discussion included:

- Sidewalks.
- Switchback to Riverwalk.
- Dining platform removal/storage.
- Yield Signs – traffic calming techniques.
- LED Lighting – asked Jeff Mikula to get a quote for all three styles of lighting displayed on the light posts near the Marina.

MOTION by Bruce Allen, second by Jodi Walter to have Jeff Mikula purchase four (4) additional yield signs.

Voice vote—Motion approved.

7.) **APPROVAL OF FINANCIAL REPORTS.**

MOTION by Ed Bradford, second by Jodi Walter to approve the July 2021 financials.

Voice vote—Motion approved.

a. Approval of Expenses - \$26,494.94

MOTION by Bruce Allen, second by Annie Jacobson to approve the expenses in the amount of \$26,494.94.

Voice vote—Motion approved.

8.) **DIRECTOR'S REPORTS** – Kristian Bajtko. Working on Audit, all information must be into the auditors by December 31, 2021. Hops & Props is scheduled for September 18, 2021, 1-6 p.m. DDA has advanced to the second round of the Consumers Energy grant; grant is for \$230,000 (DDA contributing \$20,000 for a total of \$250,000) for riverside façade grants. If grant is awarded, DDA is competing against 20 others in this second round, businesses would need to match dollars from the DDA. Also, \$40,000 is requested for community public art. We should know by October if the grant is awarded. Staff is working on a new DDA directory, which was included in the packet. Also, Staff is developing a *New Board Member Checklist*.

a. Merchant's Report – Merchants have had one meeting this summer, which steady, good summer business was reported by attending merchants. Merchants reported that sidewalk sales did not affect business. Staff has reached out to Merchants to see who would be interested in participating in the soup cookoff during Sleighbell Weekend. Staff has submitted Manistee to the Michigan Downtown Association for more positive exposure with pictures and write-up.

b. Economic Development – Gateway meetings continue with developers and MDOT – Brownfield has been granted. City land sale to Fricano's has required additional review by DNR; façade work continues – still anticipating a fall opening. Continuing

to pursue food truck park in downtown. Recruiting developers for priority sites continues. Saylor Photography has moved into Downtown Delights building. Purdum building and PNC Bank have been listed for sale.

Discussed progress with the Sleighbell committee. Chair Mosher asked Staff to invite committee to report to DDA.

9.) **OLD BUSINESS.**

- a. City Services Agreement.
No Discussion

10.) **NEW BUSINESS.**

- a. Consumers Energy Grant Application. Discussed earlier during Director's Report.
- b. Downtown Bathroom Service/Cleaning. DPW Director advised Board of the schedule of cleaning.
- c. Facade Grant Applications.
- i. Vogue Theatre - \$2,450
 - ii. 411 River - \$2,928
 - iii. 347 River - \$2,072
 - iv. 349 River - \$2,506

MOTION by Bruce Allen, second by Jodi Walter to deny the Vogue Theatre's façade application; approve the façade applications 2, 3, 4 for the total amount of \$7,506.00. With Roll Call vote this motion passed 7 to 0.

Yes: Kelly Greve, Annie Jacobson, Jodi Walter, Bruce Alen, Kyle Mosher, Tamara DePonio, Ed Bradford

No: None

- d. Bond Priorities/MSU Study Projects.

Discussion included:

- Public input.
- Spicer to help with initial plan/pricing.
- Landscape architect.
- Subcommittee – subcommittee was formed to meet with Jeff Mikula and Spicer; Chair Mosher, Bruce Allen, and Tamara DePonio volunteered for committee.

- e. Lighting Globes. Discussed earlier in meeting during DPW report.

Annie Jacobson left at 9:32 a.m.

11.) **PUBLIC COMMENT.**

Ken Armor, owner of Iron Works building, 254 River Street – Requested for Board’s thoughts on the obstacles to getting the Iron Works building into the DDA.

Barry Lind, 532 Fourth Street – Spoke to the length of the bonding process and the option of looking into alternative funding sources for the college Riverwalk project as their timeline is much sooner.

12.) **BOARD COMMENT.**

Staff asked if anyone was interested in assisting with updating the façade grant process. Kristina will bring what she and Marc Miller have worked on so far to the Board for review.

13.) **ADJOURN.**

Next meeting is scheduled for Wednesday, October 13, 2021, at 8:30 a.m. in the WSCC Education Center, 400 River Street.

MOTION by Jodi Walter **to adjourn at 9:44 a.m.**

Kelly McColl
Acting Recording Secretary