

**MANISTEE DOWNTOWN DEVELOPMENT AUTHORITY  
MEETING MINUTES OF NOVEMBER 10, 2021  
8:30 A.M., WSCC EDUCATION CENTER  
400 RIVER STREET, MEETING ROOM B**

PRESENT: Tamara DePonio, Kyle Mosher, Jodi Walter, Bruce Allen, Karen Goodman, Annie Jacobson, Deanna Marsh

EXCUSED ABSENCE: Bill Gambill, Kelly Greve

ALSO PRESENT: Kristina Bajtko, Councilmember Grabowski, Jeff Mikula – DPW Director

1.) **CALL TO ORDER.**

Meeting called to order by the Chair at 8:32 a.m.

2.) **APPROVAL OF AGENDA.**

*MOTION* by Jodi Walter, second by Bruce Allen to adopt the agenda as amended.  
Voice vote—Motion approved.

- Updated Expenses: \$16,376.46 (report was provided at meeting)

3.) **PUBLIC COMMENT.**

None

4.) **APPROVAL OF MINUTES.**

*MOTION* by Bruce Allen, second by Annie Jacobson to approve the minutes from the October 13, 2021 regular meeting.

Voice vote—Motion approved.

5.) **DEPARTMENT OF PUBLIC WORKS UPDATE** – Jeff Mikula.

**Discussion included:**

- Normal maintenance for this time of year.
- Sidewalk saw cutting on Riverwalk to eliminate trip hazards is complete.
- Evergreen removal – DPW should still get to it this fall.
- Crosswalk signs – instructed to purchase as voted on previously, amount over agreed amount is under \$500 so is acceptable.

- Butterfly Garden adoption – communicating expectations to the group.
- Treating invasive species.

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

*MOTION* by Annie Jacobson, second by Jodi Walter to approve the October 2021 financials and expenses in the amount of ~~\$13,779.35~~. \$16,376.46.

Voice vote—Motion approved.

- a. Approval of Expenses – ~~\$13,779.35~~. \$16,376.46.

7.) **DIRECTOR’S REPORTS** – Kristina Bajtka. Sleighbell planning continues. Food truck court will be located on Oak Street. Financially doing well. Sleighbell Committee is not active which leaves much of the work on Kristina and the Sleighbell Committee Chair Julia Cook. Chair Mosher pointed out that the contract between the DDA and Chamber does not include events and next year and going forward this will need to be handled by the Committee, not Kristina. DPW and the Police Department have been very helpful and are prepared for the event. The County Visitor’s Bureau is looking for a new executive director. Annual Audit draft is ready to be reviewed and finalized. Revolving loan has been reactivated; J. Catlett Co. has restarted payment and Kristina will send letter to the other loan recipient who has not paid. Kristina went to the Michigan Downtown Association Conference recently; focus was on public spaces.

- a. Merchant’s Report – Merchant meetings continue on Zoom, better participation than when they are in person. Soup Cook-Off during Sleighbell has been changed to a Downtown Scavenger Hunt . Ladies’ Night (December 8) and Men’s Night (December 15) events have been planned. Will be leaving some of the Social District signage up during the winter months.

- b. Economic Development – handout
- MEDC CEO Messer Visit
  - Downtown Gateway Project
  - Fricano’s Manistee River Restaurant
  - Redevelopment Ready Community
  - 1410-149 Washington Street
  - Food Truck Development

8.) **OLD BUSINESS.**

- a. **Bond Priorities.**

**Discussion included:**

- Met with business contact of Bill Gambill's, green landscape architect.
- Need to get specific about plans for a letter of intent, which is necessary to begin the bond process.
- West Shore Community College Plaza – City easement.
- Kristina to schedule a work session to finalize bond priorities.

Deanna Marsh left at 9:30 a.m.

b. Downton Parking Issues.

**Discussion included:**

- City does not have a parking problem – plenty of lots available.
- Enforcement problem – ways to solve problem without adding meters.
- Nothing to capture revenue from visitors.
- Shoppers in the stores are how revenue is captured – meters penalize.
- Meters are not common in a town the size of Manistee.

9.) NEW BUSINESS.

a. 2022 Meeting Schedule.

*MOTION* by Jodi Walter, second by Bruce Allen to approve 2022 meeting calendar as presented.

Voice vote—Motion approved.

10.) PUBLIC COMMENT.

Barry Lind, 532 Fourth Street – Spoke in favor of using the TIF plan to drive bond priorities.

11.) BOARD COMMENT.

12.) ADJOURN.

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

*MOTION* by Bruce Allen **to adjourn at 10:00 a.m.**

Kelly McColl  
Acting Recording Secretary