

MANISTEE DOWNTOWN DEVELOPMENT AUTHORITY
MEETING MINUTES OF OCTOBER 13, 2021
8:30 A.M., WSCC EDUCATION CENTER
400 RIVER STREET, MEETING ROOM B

PRESENT: Tamara DePonio, Bill Gambill, Bruce Allen, Karen Goodman, Annie Jacobson, Kelly Greve, Deanna Marsh

EXCUSED ABSENCE: Kyle Mosher, Jodi Walter

ALSO PRESENT: Kristina Bajtko, Councilmember James Grabowski, Julia Cook, Lee Trucks

1.) **CALL TO ORDER.**

Meeting called to order by the Vice-chair Goodman at 8:30 a.m.

2.) **APPROVAL OF AGENDA.**

MOTION by Bruce Allen, second by Annie Jacobson to adopt the agenda as presented.
No objections received.

3.) **PUBLIC COMMENT.**

None

4.) **WELCOME NEW BOARD MEMBER DEANNA MARSH.**

5./6.) **APPROVAL OF MINUTES.**

MOTION by Annie Jacobson, second by Kelly Greve to approve the minutes from the September 1, 2021 work session.
Voice vote—Motion approved.

MOTION by Karen Goodman, second by Bruce Allen to approve the minutes from the September 8, 2021 regular meeting.
Voice vote—Motion approved.

7.) **UPDATE ON SLEIGHBELL WEEKEND** – Julia Cook.

Sleighbell Weekend Committee Chair Julia Cook reported on Sleighbell Weekend plans.

- \$18,000 Sponsorships committed

- \$12,750 Received
- Parade schedule is coming together now that City Council approved
- No printed schedules this year – utilizing website, QR Codes, restaurant table trees.
- No warming tent this year due to financial and COVID concerns
- Food truck court will replace warming tent on Oak Street
- Visiting merchants in preparation for event to help educate and better assist them
- Possibility of service club offering Sunday breakfast to alleviate load on over extended restaurants
- Platforms will be picked up November 1
- Appreciates assistance from City Police Chief Glass – very helpful
- Gateway project will impact the dynamic of the parade once it begins – as we look forward to next year

8.) **APPROVAL OF FINANCIAL REPORTS.**

MOTION by Annie Jacobson, second by Karen Goodman to approve the September 2021 financials.

Voice vote—Motion approved.

- a. City Services Agreement – 3% Increase (\$228/quarter, \$912/yearly).
 - Discussed maintenance, Riverwalk issues, Asset Management Plan for Riverwalk
 - Will wait to make any decisions until Chair Mosher returns and it is discussed further
- b. 2019 Spark Winner Payment – \$5,000.00
- c. Approval of Expenses – \$33,784.15

MOTION by Bruce Allen, second by Karen Goodman to approve the September expenses in the amount of \$33,784.15.

Voice vote—Motion approved.

- d. State Reimbursement for lost PPT TIF – \$10,687.79 (expected)

9.) **DIRECTOR’S REPORTS** – Kristian Bajtka.

- a. Merchant’s Report – Kristina will be attending the Michigan Downtown Association’s Annual Conference in November. Continuing to work on audit, required to be completed by December 30. RRCA’s Nutcracker banners have been hung at both ends of downtown. Closing out Hops & Props, roughly \$20,000 profit. Downtown events scheduled: Ladies Night (December 8, 4-8 p.m.) and Men’s Night (December 15, 5-8 p.m.). Working on getting three website quotes, first one came in at \$1,050 – to streamline and make more user friendly. Garland for downtown has gone up in price by \$.20 per linear foot – working with florist to get same DDA

pricing for merchants. Boos, Brews & Brats, with downtown trick-or-treating – Elk’s event coming up on October 30. Merchants are unhappy about downtown parking, small group meeting to discuss parking meters.

Lee Trucks spoke in favor of parking meters in the downtown, discussion included:

- Parking studies
- Revenue for DDA – employing a monitor who would act as a downtown ambassador
- Consider students and locals – ability to make exceptions when appropriate

- b. Economic Development – Gateway calls twice monthly. Working on the Brownfield remediation and getting printed construction screens around area. Fricano’s has completed the façade demo, working to get HDC’s okay for façade plan. Amor site housing development is a no-go – working with multiple developers on housing for this site. Northern Hotel on Washington has sold, developer is planning on mixed use with residential housing on upper floor and back of building and retail in the store fronts. Continuing to work towards a food truck court location. Two recent retention visits – Princess of Manistee and Downtown Delights.

10.) **OLD BUSINESS.**

- a. City Services Agreement

Discussion included:

- Kelly Greve’s Riverwalk Preventive Maintenance Schedule
- Will be on next month’s agenda

- b. Downtown Bathroom Service/Cleaning

Discussion included:

- Will be on next month’s agenda

- c. Bond Priorities/MSU Study Projects

Discussion included:

- City easement for WSCC Riverwalk Plaza – Kristina and City are working on it

11.) **NEW BUSINESS.**

- a. Revolving Loan Program.

Discussion included:

- Possibility of rolling current amount in account over into façade grants
- USDA Grant funding these dollars – Kristina will research

- Outstanding balance – asked Kristina to write business owner a letter requesting payment
 - J. Catlett will resume her payments – she had requested payment pause during COVID
 - Need defined process for this program if to continue
- b. Riverwalk Maintenance Plan – Kelly Greve. Discussed earlier in the meeting.

12.) **PUBLIC COMMENT.**

Lee Trucks, Jackpine Business Center, 76 Filer Street – Spoke in favor of a more defined plan for pursuing meter parking downtown. As Historic District Commission Chair, he reported on HDC to the Board.

13.) **BOARD COMMENT.**

None

14.) **ADJOURN.**

Next meeting is scheduled for Wednesday, November 10, 2021 at 8:30 a.m. in the WSCC Downtown Manistee Campus, 400 River Street, Meeting Room B.

With no further business, Vice-chair Goodman **adjourned at 10:08 a.m.**

Kelly McColl
Acting Recording Secretary