

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

PRESENT: Kyle Mosher, Bill Gambill, Jodi Walter, Bruce Allen, Kelly Greve,
Deanna Marsh (arrived 8:36)

EXCUSED ABSENCE: Tamara DePonio, Annie Jacobson, Karen Goodman

ALSO PRESENT: Kristina Bajtka, Marc Miller – Economic Development Director,
Councilmember James Grabowski

1.) **CALL TO ORDER.**
Meeting called to order by the Chair at 8:34 a.m.

2.) **APPROVAL OF AGENDA.**

MOTION by Kelly Greve, second by Bruce Allen to adopt the agenda as presented.
Voice vote—Motion approved.

3.) **PUBLIC COMMENT.**
None

4.) **APPROVAL OF MINUTES FROM NOVEMBER 10, 2021, REGULAR MEETING.**

MOTION by Jodi Walter, second by Bruce Allen to approve the minutes from the
November 10, 2021, regular meeting.
Voice vote—Motion approved.

5.) **APPROVAL OF MINUTES FROM DECEMBER 1, 2021, WORK SESSION.**

MOTION by Jodi Walter, second by Kelly Greve to approve the minutes from the
December 1, 2021, work session.
Voice vote—Motion approved.

6.) **DEPARTMENT OF PUBLIC WORKS UPDATE** – Jeff Mikula was unable to attend.

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

MOTION by Bruce Allen, second by Jodi Walter to approve the November 2021 financials.

Voice vote—Motion approved.

- a. Approval of Expenses – \$23,626.95

8.) **REVIEW OF ANNUAL AUDIT (FOR FISCAL YEAR ENDING JUNE 30, 2021).**

MOTION by Bruce Allen, second by Jodi Walter to accept and file the June 30, 2021 Audit.

Voice vote—Motion approved.

Staff was asked to memorialize changes being made to the financial process with a letter to the Board summarizing the changes.

9.) **DIRECTOR’S REPORTS** – Kristina Bajtko – tonight is Ladies Night. Promoting other downtown events, Sleighbell, audit and scheduling the work session.

- a. Merchant’s Report – None

- b. Economic Development – Marc Miller – Discussed three-year contract with the DDA including responsibilities and value of work provided; specifically outlining Entrepreneurial Day, marketing and development of large downtown properties, business retention visits, and entertaining VIPs.

Answered questions regarding RRC process.

10.) **OLD BUSINESS.**

- a. Bond Action

- i. Form a workgroup based on the Board’s decision to focus bond dollars on River Street Streetscape.

Discussion included:

- Chair Mosher is working to form an 8-10 person work group.
- Plans on meeting in December to keep process moving.

11.) **NEW BUSINESS.**

- a. Sleighbell Weekend Recap.

Discussion included:

- Chair Mosher thanked Kristina for her work and reminded Board that the DDA/Chamber agreement doesn't include Sleighbell and Board will need to take an active role going forward.
- The Sleighbell Committee recap meeting is scheduled for next week – Kristina will provide information to the Board.
- Recommendation for next year: instead of wooden barricades around the tree, could garland be used.

12.) **PUBLIC COMMENT.**

Councilmember Grabowski shared a resident's suggestion to add a light at Maple Street and Memorial Drive during construction projects when that area is used as a detour route.

13.) **BOARD COMMENT.**

Deanna Marsh asked about traffic flow issues with upcoming construction projects. Staff will look to create a standing work group to meet publicly, to facilitate traffic flow discussions; will need to include DPW Director Jeff Mikula and County Visitors Bureau.

14.) **ADJOURN.**

Next meeting is scheduled for Wednesday, January 12, 2021 at 8:30 a.m. in the WSCC Education Center, 400 River Street.

MOTION by Bruce Allen **to adjourn at 9:04 a.m.**

Kelly McColl
Acting Recording Secretary