

**MANISTEE DOWNTOWN DEVELOPMENT AUTHORITY
MEETING MINUTES OF JANUARY 12, 2022
8:30 A.M., WSCC EDUCATION CENTER
400 RIVER STREET, MEETING ROOM B**

PRESENT: Tamara DePonio, Kyle Mosher, Bill Gambill, Jodi Walter, Karen Goodman, Annie Jacobson, Kelly Greve

EXCUSED ABSENCE: Deanna Marsh, Bruce Allen

ALSO PRESENT: Kristina Bajtka, Councilmember Grabowski

1.) **CALL TO ORDER.**

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

2.) **APPROVAL OF AGENDA.**

MOTION by Karen Goodman, second by Bill Gambill to adopt the agenda with noted change.

Voice vote—Motion approved.

Corrected: 6.) Approval of Financial Reports, a. Approval of Expenses - \$17,057.69

3.) **PUBLIC COMMENT.**

None

4.) **APPROVAL OF MINUTES.**

MOTION by Jodi Walter, second by Tamara DePonio to approve the minutes from the December 8, 2021, regular meeting.

Voice vote—Motion approved.

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

Jeff was unable to attend. Bill Gambill gave an update on the Maple Street bridge rehab project.

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

MOTION by Annie Jacobson, second by Jodi Walter to approve the December 2021 financials.

Voice vote—Motion approved.

- a. Approval of Expenses --~~\$16,793.24~~ \$17,057.69

7.) **DIRECTOR'S REPORTS** – Kristina Bajtko – working on budget, draft should be included in the February agenda packet. Looking to update insurance company. Working on creating a newsletter for the district, which would go out three times a year. Merchant meeting scheduled for next week. Updating forms and requirements on the DDA website. March 1, 2022 is the report to City Council.

Board discussed hanging baskets and planters – would like to see seasonal updates or plants that would transition well with season changes. Kristina will address with Weesies Brothers Garden Center.

- a. Economic Development – Marc Miller's report is included in the agenda packet. If any further question or information needed, please contact him.

8.) **DDA INSURANCE COVERAGE** – Chair Mosher – insurance coverage is handled through an out-of-state company; Kristina will be looking at local options.

9.) **EVENT SUBCOMMITTEES** – Chair Mosher – will be dissolving the Sleighbell Committee. This event will no longer be a DDA event but rather a community event, handled through the existing standing committee. DDA should support the event by earmarking funds to contribute.

10.) **WSSC RIVERWALK PLAZA/REQUEST TO APPROVE EDA MATCHING FUNDS** – Bill Gambill – an overview of the EDA competitive tourist grant was given. \$250,000 has already been committed by the DDA to West Shore Community College (WSSC) for their Riverwalk Plaza. By using this money as a match, if this grant is awarded, it would go towards creating the plaza and a much broader scope of work through the larger grant dollars. \$10,000 of the \$250,000 has already been paid to WSSC. Suggestion was made to Bill to reach out to Right Side Design to discuss Historic Site Tours and the Founder's Walk to help with the grant application. Commitment letter will need to be submitted with grant application if approved.

MOTION by Karen Goodman, second by Jodi Walter to commit \$240,000 match money for the EDA competitive tourist grant.

With Roll Call vote this motion passed 7 to 0.

Yes: Annie Jacobson, Tamara DePonio, Bill Gambill, Kyle Mosher, Jodi Walter, Kelly Greve, Karen Goodman

No: None

11.) **STREETSCAPE/BOND** – Chair Mosher.
Postponed to next month.

12.) **PUBLIC COMMENT.**
None

13.) **COMMENTS BY BOARD MEMBERS.**

Kelly Greve – contacted five landscaping companies, spoke with three or four, received bids from two; contacted to bid on three different garden areas along the Riverwalk. Also, discussed adding a gazebo to the River Street art park; she will contact owner about insurance.

Kristina – asked Bill Gambill about snow removal on River Street. DPW reported that they alternate sides of streets to pile snow during removal to avoid inconveniencing same businesses every time.

14.) **ADJOURN.**

Next meeting is scheduled for Wednesday, February 9, 2022, at 8:30 a.m. in the WSCC Education Center, 400 River Street.

MOTION by Karen Goodman, supported by Bill Gambill **to adjourn at 9:08 a.m.**

Kelly McColl
Acting Recording Secretary