

**MANISTEE DOWNTOWN DEVELOPMENT AUTHORITY
MEETING MINUTES OF MARCH 9, 2022
8:30 A.M., WSCC EDUCATION CENTER
400 RIVER STREET, MEETING ROOM B**

PRESENT: Tamara DePonio, Kyle Mosher, Bill Gambill, Bruce Allen, Kelly Greve, Deanna Marsh

ABSENT: Jodi Walter, Annie Jacobson, Karen Goodman

ALSO PRESENT: Kristina Bajtka, Barry Lind – PEG

1.) **CALL TO ORDER.**

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

2.) **APPROVAL OF AGENDA.**

MOTION by Bill Gambill, second by Deanna Marsh to adopt the agenda as amended.
Voice vote—Motion approved.

Amended: 7.) Approval of Financial Reports, a. Approval of Expenses – \$7,295.00

3.) **PUBLIC COMMENT.**

None

4.) **APPROVAL OF MINUTES FROM FEBRUARY 9, 2022, REGULAR MEETING.**

MOTION by Bruce Allen, second by Tamara DePonio to approve the minutes from the February 9, regular meeting.

Voice vote—Motion approved.

5.) **APPROVAL OF MINUTES FROM FEBRUARY 24, 2022, BUDGET WORK SESSION.**

MOTION by Bill Gambill, second by Bruce Allen to approve the minutes from the February 24, 2022, budget work session.

Voice vote—Motion approved.

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

Discussion included:

- Brick pavers – on hold until after new streetscape is designed but need to correct dangerous, trip hazards; will provide estimates.
- Streetlights – need repainting; will provide estimates. LED conversion. Replacing ballasts on many of the lights that have burned out – ordered.

- Fountain and clock – both need costly repairs.
- Downtown benches have been rehabilitated by DPW this winter – moving on to park benches. 20-25 in the downtown area, roughly 75 total in City.
- DDA paid for painting of refuse and 10 flower containers. DPW will refinish 10 more flower containers. DDA looking to replace 10 more flower container liners.
- Placement of banners during the winter months.
- Maple Street bridge rehab update. Looking to change traffic signal to flashing red during the duration of the bridge closure.
- Sleighbell committee has stopped working as they are without a host organization. Official notice will go out soon.
- City is applying for MDNR grant for the North Riverwalk – would like a letter of support from the DDA. DDA and Chamber will provide support letter.
- Detour route traffic – MDOT construction projects will impact traffic flow in and around Manistee over multiple years – will continue ongoing discussions.
- Pressure washing downtown areas.

Continued Board Discussion...

- Two-hour parking enforcement in the downtown district.
- Deanna Marsh would like to apply for \$7,500.00 2022 Buy Nearby grant with Kristina’s assistance, on behalf of the DDA, requests input from others.
- Spicer applied for the Match-on-Main grant for updates to their building on River Street.

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

MOTION by Bill Gambill, second by Tamara DePonio to approve the February 2022 financials as amended.

Voice vote—Motion approved.

- a. Approval of Expenses – ~~\$6,730.00~~ \$7,295.00

8.) **DIRECTOR’S REPORTS** – Kristina Bajtka – provided first of two annual required City Council updates at the March 1, 2022 Council meeting; will send out the 2021 Annual Report to Board. New business in the downtown just had soft opening, P&L Sammich Barista in the PNC building. Lakeshore Hotel had project launch last week – leading to increase in economic development calls across the area. Working with Weesies on flower baskets and planters; will be doing a seasonal transition after Labor Day. Still working to get quotes on website updates – challenging.

9.) **2022/2023 BUDGET DISCUSSION** – Chair Mosher/Board

Discussion included:

- Includes current balances, added line items requested at the work session, and the updated TIF amounts. \$205,892.50 would be required from fund balance to balance the budget; current fund balance from all accounts is \$583,468.66.
- Bond payment isn’t necessary for FY 23.

- Eliminate the DDA Bond Expense line item – \$180,892.00 from fund balance after this adjustment.
- Budget reflects what the DDA wants to accomplish this year.

MOTION by Bill Gambill, second by Bruce Allen to recommend budget to Council with change (removing DDA Bond Expense line item).
With Roll Call vote this motion passed 6 to 0.

Yes: Kelly Greve, Bruce Allen, Kyle Mosher, Tamara DePonio, Bill Gambill, Deanna Marsh
No: None

10.) **PUBLIC COMMENT.**
None

11.) **BOARD COMMENT.**
Kyle read comment from Jodi Walter, who was unable to attend – Spoke to Tim Riley, chair of the County Visitors Bureau’s board, asking to add ‘*supporting an event coordinator position*’ to the next meeting agenda – he is willing.

Bruce Allen – expressed his desire to see the raised platforms for dining being used downtown again this year. Concerned about parking around the Marina – has noticed large RVs and other vehicles parked for multiple days.

Bill Gambill – received notification that the EDA grant application has moved to the next level. Filled in the Board about Bird Scooters and a recent meeting with West Shore Community College regarding the Riverwalk Plaza design – Spicer will be handling it.

Kelly Greve – spoke in favor of a more symmetrical design placement of the benches and planters in the downtown area.

12.) **ADJOURN.**
Next meeting is scheduled for Wednesday, April 13, 2022 at 8:30 a.m. in the WSCC Education Center, 400 River Street.

MOTION by Bruce Allen **to adjourn at 9:49 a.m.**

Kelly McColl
Acting Recording Secretary