

Munising Downtown Development Authority
Minutes of Meeting
April 20, 2022
Fuzzy Boyak Welcome Center, 8am

Members Present: Dale Immel, Tom Hall, Travis Cross, Rick Bowerman, Mike Nettleton, Pat Gariepy

Members Absent: Cori Cearley (e), Debbie Nedeau (e)

Others Present: Kathy Reynolds (via phone), Pat Sanderson, Devin Olson

Call to Order: The meeting was called to order by Dale at 8:00 am.

Approval of Agenda: Pat made a motion to approve the agenda, Rick supported. **The motion passed.**

Public Comment:

a. Funding Request: Rhonda Lassila – Pictured Rocks Road Race: The Munising Bay Trail Network is requesting funding of \$500 for the Pictured Rocks Road Race, June 26. Rhonda showed two T-shirts from past races that feature the sponsors names and are given to all participants. This is the 47th annual race and they will be honoring Norma Harger, the founder, who passed away this past year. The race starts and ends in Bayshore Park. The board will take the request under advisement and a decision will be made at the next DDA meeting. Rhonda left at 8:02.

b. Funding Request: Hilary Ludecke – Munising Farmers’ and Artisans Market: The Munising Farmers Market is requesting funding of \$500 to help with insurance and marketing expenses. Hilary said this her second year running the market and they are expanding the programming this year and are coordinating with Partridge Creek Farms. Any surplus fruits & veg. are offered to the students at Munising High School. The market will again be held on Monday evening with local musicians performing for tips each week. The board will take the request under advisement and a decision will be made at the next DDA meeting. Hilary left at 8:05.

c. Funding Request: Kathy Reynolds – Alger County Chamber Annual Dinner: The GMBPCD is requesting funding of \$300 for the ACC Annual Dinner on May 3 at the Bear Trap. Kathy said the new venue is a little bigger. The board received a handout highlighting the achievements of the GMPBCD and the DDA that will be utilized at the dinner. The presentation Kathy gives that evening always includes both the GMBP and DDA. The funds will be utilized toward table decorations (flowers/plants) and other supplies. The board will take the request under advisement and a decision will be made at the next DDA meeting.

Approval of Meeting Minutes for March 16, 2022: Rick made a motion to approve the minutes as presented, Travis supported. **The motion passed.**

Approval of Bill for Payment:

a. HTC	Phone land line	\$40.10
b. Kathy Reynolds	Cell phone data pkg.	\$50.00
c. GMBPCD	4 th Qtr. Contribution	\$24,806.25
d. The Mining Journal	Ad: Progress edition (50/50)	\$105.00
e. Coleman Engineering	Survey & Design: Superior St Project	\$960.75
f. Miller, Canfield, Paddock and Stone	Plan Amendment legal services	\$3,000.00
g. Embers Credit Union-CC	DDA website subscription 144.00	\$443.98
	Dog waste bags 299.98	
h. Cranking Graphics	Military mural designs 1,925.00	\$2,009.00
	1st qtr. website maintenance 84.00	
i. GMBPCD	Norton anti-virus (50/50) 62.50	\$372.11
	DDA banner contest Facebook boost 31.72	
	Printer ink (50/50) 38.49	
	Microsoft email & security (50/50) 197.64	
	Achievements flyer (50/50) 41.76	

Pat made a motion to pay the bills as presented, Tom supported. **The motion passed.**

There was discussion regarding the design fee for the military murals and costs for the project. Kathy explained that they are almost ready and will be installed before Memorial Day weekend. She got new, cheaper, pricing for the poles and framing. The MVB has approved paying \$7213.00 and the DDA portion would be about the same. The DDA has not approved any firm funds. It will be discussed in new business.

Budget:

a. March 2022 financials: The board received the March 2022 financial reports. Regarding the payments to Coleman Engineering, they are being paid from the remaining 2015 bond funds with a transfer to take place before year end. Devin said the balance of that funding should be spent by year end. There would be about an \$8,000 balance. No action is needed or taken.

Old Business:

a. DDA Plan Amendment: Kathy reported that the DDA Plan Amendment is complete. We had a the final public meeting and published the amendment ordinance.

b. Superior Street Paving Bond: Devin said the bonding for Superior Street will run the same as the 2015 sidewalk project. It will be on the City Commission agenda May 4 and we should be able to close on the bonds by mid-June. The City Commission will need to publish a bond resolution and the DDA may need to do some resolutions.

c. Event Fund Request: APRD Concerts in the Park – APRD requested funding of \$500 for Concerts in the Park. Tom made a motion to approve funding of \$500, Rick supported. **The motion passed.**

d. Funding Request: 4th of July– 6 activities: The 4th of July Committee is requesting a total of \$2,600 in funding for 6 different activities: Air Machine Game \$400, Greased Pole \$300, Fireworks \$500, Entertainment \$500, Mystery Person \$400, Sanitation \$500. The board discussed the different events and the big expense for the 4th of July. They think this is a prime time to get the word out that this is where some of the DDA budget is spent. The board feels that if they are fully funding some of the events, sponsorship should be acknowledged. Pat made a motion to approve all the funding requests for a total of \$2,600 with a request that the Munising DDA receive acknowledgement as a sponsor of the Munising 4th of July celebration, Tom supported. **The motion passed.**

New Business:

a. 2021/2022 Flower/Beautification Grants: The grant application has been reviewed and no changes are needed. Travis made a motion to approved spending up to \$5,000 in flower/beautification grants (at a maximum of \$250 each), Mike supported. **The motion passed.** The funds will come from Plants & Decorations in the budget.

b. 2022/2023 Façade Grants: The grant application was reviewed, and the board made a couple of minor changes in wording. Rick made a motion to approve the application as amended, Pat supported. **The motion passed.**

c. Next meeting: Possible date change due to proposed 2022/23 budget: The board agreed to change the next meeting date up one week to May 11 (the second Wednesday in May) to allow for the DDA to approve the proposed budget for 2022/2023 and get it to the City Commission for their meeting on May 16.

d. Munising School Public Library: Alger County library millage letter: The board received a copy of a letter from the Munising School Public Library (MSPL) written to the City of Munising requesting certain library funds captured by the DDA be remitted to the County Library Board on behalf of the MSPL. Devin explained that they basically want to be reimbursed for 5 years of TIF capture. Devin said that he believes we probably can't legally do that and would like the board to authorize himself, Kathy, and Dale to work with the attorneys to get an opinion and resolve the issue. We need guidance on the years eligible, or not, and if any funds need to be legally dealt with in accordance with the law. Pat made a motion to allow Devin and Kathy to work with Steve Mann and move forward with a response and any follow-up to the letter that is needed, Mike supported. **The motion passed.**

Other Business:

Murals: The board discussed the military murals and decided they should be paid from Signs & Streetlights in the budget. Rick made a motion to approve paying up to \$8,000.00 for the balance of the military murals, Travis supported. **The motion passed.**

Superior Street paving: Devin, Kathy, and Dale spoke with Coleman Engineering, and right now it looks like the project will be moving to late summer/fall. Devin said that MDOT is about 6 weeks behind on their permitting. By mobilizing multiple projects in one area, costs are generally reduced. Bids are going out with the bid opening on May 9. We requested two bids with completion dates of July 1 and September 30. With the September 30 date it gives a buffer in case there are any issues and the job can be completed before a change in

weather. The bids will be at the next DDA meeting. It should be a quick project with substantial completion in 15 days.

Executive Director's Update: Kathy and Jaymie are currently at the Pure Michigan conference. The Annual Chamber Dinner is May 3 and tickets are available. Pictured Rocks Days planning is going well. We have 70 vendor booths signed up and all entertainment booked. We have been working on Strategic Planning for the GMBPCD and will be doing both the DDA and GMBPCD budgets. Kathy will be hosting a virtual UPEDA event on May 16. When working on the achievements sheet we saw that we are closing in on \$500,000 being spent on DDA façade grants. It looks like summer tourism bookings are going well.

City Manager's Report: Devin reported that the city is working on a couple of infrastructure projects. They just had two new wells put in at Tourist Park and are budgeting for expansion across M28 where Shelter Bay Tomato Co was located. They are completing a construction application for redoing the boat launch. The planned \$800,000 project will include more dock space, expanded parking, a fish cleaning station, and other upgrades. They are also working on the bid package for H58, and the Planning Commission is finalizing the new Zoning Ordinance. They are also working on a mobile vending (food truck) ordinance and the proposed budget for 2022/2023. Devin said the city lost about 300 people in the last census and there are two seats up for renewal on the City Commission in the fall.

Round table: Dale mentioned the seven economic offices in Marquette that are all moving into the same building. Mike said that Alger Parks & Rec is working with The Munising Beacon to rent office space. They hope to have a printed paper available June 1 and could take care of any necessary publishing needs in the area. Devin said that bond reserves are typically higher than what is needed to bond for construction.

Adjournment: Rick made a motion to adjourn at 9:25, Mike supported. **The motion passed.**

Next meeting: May 11, 2022