

Munising Downtown Development Authority

Minutes of Meeting

May 11, 2022

Fuzzy Boyak Welcome Center, 8am

Members Present: Dale Immel, Tom Hall, Travis Cross, Rick Bowerman, Mike Nettleton, Debbie Nedean, Pat Garipey

Members Absent: Cori Cearley (e), Angela Gerou (e)

Others Present: Kathy Reynolds, Pat Sanderson, Brice Burge

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

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

Public Comment:

a. Funding Request: Curt Heribacka, Munising Fire Association - Trout & Salmon Classic: The Munising Fire Association is requesting funding of \$500 for the fishing tournament. They will use proceeds from the tournament to purchase new dress uniforms and air pack bottles for the dept. They are currently trying to figure out if it will be a one-day or two-day tournament this year, due to the American Legion double-booking the venue. The board will take the request under advisement and a decision will be made at the next meeting. Curt left at 8:03am.

Approval of Meeting Minutes for April 20, 2022: Rick asked about the 4th of July acknowledging sponsors. Sean Hayes has said the sponsors will be acknowledged via announcements when introducing entertainment and possibly signs or banners in the park. They are working on plans for next year to acknowledge sponsors. Pat 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	DDA banner contest Facebook boost	\$18.28
d. Coleman Engineering Co.	Survey & Design: Superior St Project	\$3,229.00
e. Madeline Cole	Banner Contest: 1 st Place	\$350.00
f. Dave Berg	Banner Contest: 2 nd Place	\$250.00
g. Maci Cornish	Banner Contest: 3 rd Place	\$150.00
h. Natalie Hermann	Banner Contest: 4 th Place	\$100.00
i. The Mining Journal	Plan Amend: Ad Public Hearing 654.36	\$4,254.12
	Plan Amend: Ad Citizens Council	148.20
	Plan Amend: Ad Ordinance	3,451.56

Rick made a motion to pay the bills as presented, Debbie supported. **The motion passed.**

Budget:

a. April 2022 financials: The board received the April 2022 financial reports. As has been discussed, budget adjustments will need to be done before year end. No action is needed or taken. Dale said he and Kathy have looked at projected costs through the end of June when working on the 2022/23 proposed budget. All costs associated with the plan amendment and/or the Superior Street project are covered in the Projects line. Those costs will all be covered with the balance of the bond funds remaining from the old sidewalk project bond.

b. Proposed 2022/23 Budget: Dale said the Administrative costs were all received by the board and will be discussed at the end of the meeting. Kathy and Dale have worked on the proposed budget, and we need to have it over to the City Commission for their meeting on Monday. We always try to over budget for expenses and have funds remaining at year end. Julie is very good and conservative on estimating income for the DDA. The budget will be discussed again at the end of the meeting.

Old Business:

a. Munising School Public Library: City Hall calculated the amount that the DDA should pay the library based on the change in the law and their request for the funds. Kathy and Devin spoke with Steve Mann and the library cannot opt out for 2018, as they have requested. This was all brought about due to a change with the library millage. Devin will have Robb Ferguson draw up a contract on the final agreed on amount. In 2018 the library requested to opt out but could not due to the DDA debt at that time. The DDA income will be reduced by about \$4,000 per year but those funds will be made up in other increases. If approved and agreed to, we will have to determine where this will come out of the budget.

b. Funding Request-Pictured Rocks Road Race (PRRR): The Munising Bay Trail Network requested funding of \$500 for the PRRR in June. Rick made a motion to approve \$500 in funding for the PRRR, Tom supported.

The motion passed.

c. Funding Request-Munising Farmers' and Artisans Market: The Munising Farmers' and Artisans Market requested funding of \$500 for the 2022 season. Tom made a motion to approve \$500 in funding for the Farmers Market, Mike supported. **The motion passed.**

d. Funding Request-Alger County Chamber Annual Dinner: The GMBPCD requested funding of \$300 for their Annual Dinner. Travis made a motion to approve \$300 in funding for the GMBPCD, Debbie supported.

The motion passed.

New Business:

a. Resolution for Superior Street bond: The board reviewed the bids that were received for the Superior Street project, from Baaco and Arrow. Both companies only bid for the September 30 completion date. Baaco came back late Tuesday with a modified bid with a lower cost. Kevin from Coleman had commented that black top is currently at \$80/ton and is expected to cost \$134/ton by the end of summer. The \$250,000 MDOT grant would still be good for the new modified bid from Baaco. Dale asked if this project is beyond the scope of what the DDA intended for Superior Street. The original plan was to mill and overlay five (5) blocks on Superior Street. Tom left at 8:47. Pat said it may be possible to get other small companies to bid and we could get a bid on what could be done minimally. Dale said we need to get some questions answered before moving on with the project and the resolution to bond. When is the deadline to utilize the MDOT grant? Can it be extended? What is mandatory in the project to receive the MDOT grant? Can items be removed? What can be done minimally to still receive the MDOT grant? Can there be a reduction in the MDOT grant amount if items are removed from the project? We should also find out the cost to do a mill and overlay of just the five blocks on Superior Street. Dale said we need to have a representative from the DDA board at the table for all meetings regarding this project. Travis said bidders are currently in a tough situation to give good bids. He said we really need a third bid and wondered if it can be put out to bid again. We need to redefine the scope and start from new after we find out what we can and cannot do regarding the MDOT grant. Pat wondered why there was no bid from Payne and Dolan. No action is taken regarding the resolution.

b. New greenspace along M28: We have had questions regarding the new greenspace along M28. The contractor and/or subcontractor are responsible for seeding, watering the trees, etc. for two (2) years. The city will mow for two years and then it will be the resident or business owners' responsibility.

c. US Flags: We need to order some US Flags for downtown. Pat made a motion to approve up to \$2,000 for new US flags, Rick supported. **The motion passed.**

d. Pictured Rocks Days volunteer sign-up: Kathy asked the board members to sign up to volunteer on the morning of June 11 to help with set-up.

Other Business: None

Executive Director's Update: Kathy said Imperial Electric is finishing replacing the missing light poles this week. Mike commented that several access plates need to be replaced; they are on order. The new DDA art banners are on order. Kathy has requested to Devin that the DPW install the fencing and end caps for Art in the Alley. Kathy has contacted Nagelkirk regarding flowers and the city may need to use Hall Contracting's lift to hand the banners. The new military murals will be installed before Memorial Day. Kathy has been asked to join the Michigan Downtown Association. This organization advocates for DDAs across the state and in Lansing. Kathy is hosting a virtual event on Monday for UPEDA. The DDA gardener has started. The Chamber Dinner was held last week and went well. Pictured Rocks Days is coming up soon and plans are going well.

City Manager's Report: None

Round table: None

2022/23 Proposed Budget: Pat and Jaymie stepped out and Kathy discussed the Proposed Budget and Administrative Costs. Kathy stepped out and the board discussed the budget. Dale Immel had it entered into the minutes that Debbie made a motion to approve the 2022/23 budget as presented, Mike supported. **The motion passed.**

Adjournment: Rick made a motion to adjourn at 9:26, Travis supported. **The motion passed.**

Next meeting: June 15, 2022