

Munising Downtown Development Authority
Minutes of Meeting
June 15, 2022
Fuzzy Boyak Welcome Center, 8am

Members Present: Dale Immel, Tom Hall, Travis Cross, Angela Gerou, Rick Bowerman, Pat Gariepy, Cori Cearley

Members Absent: Mike Nettleton (u), Debbie Nedeau (u)

Others Present: Kathy Reynolds, Pat Sanderson, Jaymie Depew, Devin Olson, Chris Case, Sue Radloff

Call to Order: The meeting was called to order by Dale at 8:02 am.

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

Public Comment:

a. Funding Request: Community Band/Chris Case – Community Band Trailer Repair: Chris Case said the Community Band is looking for reimbursement for the new decking they had to put on the band trailer. The project has been completed and it depleted their operating fund. The band owns the trailer and uses it in the 4th of July parade and they allow the high school band to use it. The band pays \$75-\$100 per selection for music and have no other way to raise funds. They are currently playing on Mondays at 4pm at PSB. Chris also thanked the City and DDA for help in cleaning up the city owned lot next to Big C that is used for the car show. Sue Radloff suggested music downtown, such as Music on Third that is held in Marquette. She did not volunteer to organize it. Chris and Sue left at 8:10. The board will take the request under advisement and make a decision at the next meeting.

Approval of Meeting Minutes for May 11, 2022: Cori made a motion to approve the minutes as presented, Pat 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. 41 Lumber	Supplies	\$130.78
d. Embers CU – CC	US flags	\$317.50
e. Coleman Engineering Co.	Survey & Design: Superior St Project	\$762.50
f. Madigan’s Ace Hardware	Supplies/Art in the Alley & Banners	\$144.84
g. Imperial Electric	New streetlight & installation	\$8,369.00
h. Display Sales	Art banners Inv 32675	\$3,331.00
i. Lady Killers Pest Control	Weed Spraying	\$1,250.00
j. Nagelkirk	Roundabout 1,556.90	\$5,862.82
	Downtown 4,305.92	
k. Doney Construction	Vets Murals Installation – Balance	\$4,450.00
l. Signs Now	Vets Murals Panels – Balance	\$166.16

Travis made a motion to pay the bills as presented, Cori supported. **The motion passed.**

Budget:

a. May 2022 financials: The board received the May 2022 financial reports. Dale stated that after the bills approved today and the necessary budget adjustments, we will still have a good cash balance and fund balance moving forward.

b. Year End Budget Adjustments: Kathy suggested the following budget adjustments: Supplies \$150.00, Dues & Publications \$275.00, Event Funding \$1,100.00, and Plants & Decorations \$6,000.00 and said all funds can come from Professional Services. Pat made a motion to approve the adjustments as recommended, Rick supported. **The motion passed.**

We also need to make an adjustment to cover the Projects line (which includes all DDA Plan amendment and Superior Street paving project costs). Travis made a motion to utilize funds from the Project Cash Balance Assets line, with a balance of \$56,405.00, to cover any Project expenses for 2021/2022, Angela supported. **The motion passed.**

Old Business:

a. Funding Request: Munising Fire Association - Trout & Salmon Classic: The Munising Fire Association requested funding of \$500 for the 2022 fishing tournament. Tom made a motion to approve \$500 in funding, Pat supported. **The motion passed.**

b. Munising School Public Library: The board received a copy of the City and DDA response letter to the library. Our attorney said the library is eligible to receive the funds they are requesting retroactive to 2019; they are not eligible for 2018 due to the library renewing their millage in 2019. Interest has only accrued until April when the library notified of their intent to collect. Devin said we do not know at this time what account the payment will come from.

c. Superior Street Paving: After Kathy went back to the engineers with four possible options for the project, the engineers spoke with Bacco and MDOT regarding pricing and qualifiers for the MDOT grant funding. The board received four new bids based on varying scope of the project. All new options are for paving Superior from M28/Cedar to Spruce with no side streets being paved. Bacco is still planning on doing the project this summer with completion by September 30. Devin stated that sidewalk ramp replacements bring things up to ADA standards, so that is why Option 1/B would not receive any grant funding. Kathy said that if we turn down this grant, chances are slim to receive MDOT grant funding in the near future. There was extensive discussion on the various options and financial implication for the DDA. The DDA currently has approximately \$400,000 cash on hand. The DDA previously decided to bond up to \$250,000 and pay the balance from cash on hand. The “limited crosswalks” means there will only be crosswalks on Superior St, not on any of the side streets.

Travis made a motion to approve spending up to \$500,000 on the project, with \$250,000 in bonds and a \$250,000 cash match from the DDA, contingent on using the funds to get the most out of Options 2/C and 4/E and still qualifying for the \$154,350 from the MDOT grant, Cori supported. **The motion passed.**

d. Resolution for Superior Street Bond: The board received a copy of the resolution pledging tax increment revenues for payment of downtown development funds for street improvements as described in the DDA plan. Cori made a motion to approve the bond resolution, Angela supported. **The motion passed.** Devin and Kathy will work on getting the scope and numbers nailed down for the project and begin the bond process. If needed, the DDA can have an additional meeting in July to look at the options.

New Business:

a. New 2022/23 Façade Grants: The board was emailed the façade grant applications and received a recap of the applications. Pat Sanderson stated that the applications, except for three from Bill Ramsey, all look complete and legitimate and recommended that they are approved. Angela made a motion to approve the following with a total of \$29,091.91, Rick supported. **The motion passed.** Cori and Tom abstained from voting.

Harmon Law Office	South	Approve up to \$711.98
Harmon Law Office	West	Approve up to \$177.99
Harmon Law Office	East	Approve up to \$1,245.96
Superior One-O-Five	South	Approve up to \$2,500.00
Driftwood Deli	East	Approve up to \$1,400.00
Wayne’s Water	South	Approve up to \$1,947.88
Pictured Rocks Inn	South	Approve up to \$2,500.00

Main St Pizza	North	Approve up to \$2,500.00
Main St Pizza	East	Approve up to \$2,500.00
Main St Pizza	South	Approve up to \$2,500.00
Main St Pizza	West	Approve up to \$2,500.00
Stylistics	West	Approve up to \$1,258.10
Stylistics	East	Approve up to \$2,500.00
Little Peoples Daycare	North	Approve up to \$1,150.00
Little Peoples Daycare	South	Approve up to \$1,150.00
Little Peoples Daycare	East	Approve up to \$1,300.00
Little Peoples Daycare	West	Approve up to \$1,250.00

Bill Ramsey will be contacted, and his applications will be reconsidered when detailed estimates are received from the contractor.

Other Business: Dale mentioned the thank you that was received from the Munising Bay Trail Network for the DDA event funding and Kathy said we also received a thank you and \$100 donation from the Alger Co. Vietnam Vets.

Executive Director's Update: Kathy said the Vets murals are almost complete. The maritime alley installation will need to be moved due to the work at the new East Channel Brewery location on Maple & Superior. It will be moved to the GMBP office property. Kathy reported that Pictured Rocks Days went well, considering the bad weather on Saturday. Pictured Rocks Cruises did about 1,000 free cruise rides. Flowers were delivered yesterday, and the gardening is going well. The Michigan Works employment contracts are complete for the new fiscal year.

City Manager's Report: Devin said the M28 project is going well on the west end. The City is mowing the new greenspace on the side of M28, and it will become the adjacent property owner's responsibility. The H58 project bids came in about double. Devin said the fiscal year is ending ok, but the City will have a tighter budget next year.

Adjournment: Cori made a motion to adjourn at 9:58, Angela supported. **The motion passed.**

Next meeting: July 20, 2022