

Munising Downtown Development Authority
Minutes of Meeting
December 16, 2020
Video Conference on Zoom due to Covid-19 Pandemic

Members Present: Dale Immel, Travis Cross, Tom Hall, Rick Bowerman, Debbie Nedeau, Jackie Reynolds, Mike Nettleton, Cori Cearley, Pat Gariepy

Members Absent: None

Others Present: Kathy Reynolds, Pat Sanderson, Jaymie Depew, Devin Olson

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

Approval of Agenda: Travis made a motion to approve the updated agenda that was emailed to the board on 12/15/2020, Rick supported. **The motion passed.**

Public Comment: None

Approval of Meeting Minutes for November 18, 2020: Travis made a motion to approve the minutes as presented, Jackie supported. **The motion passed.**

Approval of Bills for Payment:

a. HTC	Phone land line	\$40.21
b. Kathy Reynolds	Cell phone data pkg.	\$50.00
c. Madigan's Ace Hardware	Supplies for banners & decorations	\$63.37
d. Munising News	Ads: Holiday Façade Grants 75.15	\$183.60
	Ad: Vets Day Sponsor 50.00	
	Ads: Business Decorating Contest 58.45	
e. Cranking Graphics	Mural design: Bayshore Park	\$900.00
f. Norm's Construction	Drill Rental for Art in the Alley	\$30.00
g. South Bay Outfitters	Decorating Contest 1 st Place	\$150.00
h. Driftwood Deli	Decorating Contest 2 nd Place	\$100.00
i. Peoples State Bank	Decorating Contest 3 rd Place	\$50.00
j. Embers Credit Union-cc	Bollard for Art in the Alley	\$498.51
k. Imperial Electric	Repairs at Welcome to Munising sign	\$182.70
l. Wright Electric Co	Repairs to GFIs at tree bases Inv 17319	\$5,120.00
m. ALTRAN	Superior St Station Annual Contribution for Maintenance Inv #16	\$1,160.59
	OR Same Invoice with Finance Charge	\$1,197.22

Kathy discussed the bill for Imperial Electric. It was to repair the light at the Welcome to Munising sign across from the Holiday Inn. Normally these costs are covered by the Visitors Bureau or Deanna Boyak, both of which paid for the new signs. As the signs do market and promote the City and DDA, Kathy thought the DDA might cover this small repair. She will check with Imperial Electric to find out what the issue was, as the lights are only 2-3 years old and we don't want a recurring problem.

Pat Sanderson discussed the ALTRAN bill. Earlier this month a statement was received at City Hall for a past due invoice dated 9/30/19 with finance charges added. Upon request, ALTRAN sent back-up paperwork and said the initial invoice and paperwork were delivered to City Hall and they were not willing to waive the finance charges. Pat said all the paperwork checks out and qualifies for the DDA commitment to help with annual maintenance.

Upon discussion, Dale suggests we clear the air with Jennifer at ALTRAN, make sure they know which office they have an agreement with and pay the invoice without the service charges.

Cori made a motion to pay the bills as presented with the ALTRAN invoice being paid without the late fee, Jackie supported. **The motion passed.**

Budget: As City Hall is in the middle of the audit, we don't have financial reports. Kathy said there is nothing unusual to report with the budget. No action is needed or taken.

Old Business: None

New Business:

a. HSA for Jaymie Depew: To be discussed later in the meeting.

Other Business: None

Executive Director's Update/Partnership Update: Kathy said she hopes everyone is watching the "12 Days of Rekindle" videos; today is day 10. We had lots of businesses decorate for the holidays this year and the winners of the contest are listed in bills for payment. Kathy discussed the GMBP Annual Dinner and awarding of the business of the year award. As the dinner was unable to take place in 2020, she would still like to recognize Madigan's Hardware as the business of the year, it's also their 100th anniversary this year. The GMBP will be working with Michigan Works to put together a 5-7 video honoring them with interviews with local community members and their award presentation. Kathy said that as with everything, we don't know about the dinner for 2021, it's usually in the spring. Plans for Pictured Rocks Days are also up in the air. The murals for Bayshore Park are complete and will be installed in the spring. There will also be a new mural going up at the AC Sheriffs Dept; it will not have any funding from the DDA. Kathy discussed the MEDC Relief Grant that opened for applications yesterday. This is a first come, first served grant with \$500,000 earmarked for the entire UP and is being administered by the Michigan Municipal League Foundation. Kathy is thinking and hoping there will be more funding opportunities after the first of the year.

City Manager's Report: Devin said they are still working on the year end audit and had to get a 30-day extension due to the logistics of working with the auditors. They are also working on restructuring some existing debt. Wright Electric is still waiting on parts for some of the downtown lighting repairs and it's been decided to hold off on putting the light pole back up on the corner of Superior and M28 until after construction is complete.

New Business:

a. HSA for Jaymie Depew: Kathy explained that currently the GMBP is contributing \$40 per pay period to an HSA account for Jaymie and she receives paid disability and life insurance, she pays her own health insurance through the marketplace (Affordable Care Act). Kathy can get her on the same program through Michigan Works that she and Pat are currently on with BCBS health insurance, a Vanguard account, and paid vacation for \$14,096.00 annually. With the split with the Munising Visitors Bureau and the GMBP the DDA cost would be \$3,524.00 annually. The GMBP has a board meeting Monday and is expected to approve it. Cori said the MVB formed a compensation committee, which Pat Gariepy served on. Pat said the committee is recommending approval to their board at the January meeting. Kathy hopes that if all three boards approve it, Michigan Works will be able to get her on the program in February 2021. The quarterly contribution would need to be adjusted. The board discussed the various amounts of revenue available in the budget and the prior commitments. There is currently \$84,410 committed annually in the budget for administration. The board discussed whether Jaymie's long-term goal is to stay in the position and what investment the board should make in her. Kathy said she has relocated from Marquette and purchased a home in downtown Munising, she has planted herself in the community. This compensation package would be for this employee, Jaymie Depew, not for the position. Mike Nettleton made a motion to approve moving forward with the health insurance compensation package through Michigan Works for Jaymie Depew, Pat supported. **The motion passed.**

Round table: None

Adjournment: Rick made a motion to adjourn at 8:58, Travis supported. **The motion passed.**

Next meeting: **January 20, 2021**