

Munising Downtown Development Authority
Minutes of Meeting
March 17, 2021
Video Conference on Zoom due to Covid-19 Pandemic

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

Members Absent: Debbie Nedeau (e), Jackie Reynolds (u)

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

Call to Order: The meeting was called to order by Dale at 8:01 am.

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

Public Comment: Event Funding Request: Pictured Rocks Road Race – Rhonda Lassila

The board receive a copy of the request from the Munising Bay Trail Network for \$500 funding for the Pictured Rocks Road Race scheduled for June 27, 2021. The event is scheduled to take place in person, with precautions as needed, and begins and ends in Bayshore Park. Rhonda explained that the \$10,000 cost to host the event covers timing, t-shirts, aid station supplies, etc. Sponsors are on the t-shirts. The DDA will take the request under advisement and a decision will be made at the next meeting.

Approval of Meeting Minutes for February 17, 2021: Pat made a motion to approve the minutes as presented, Cori supported. **The motion passed.**

Approval of Bills for Payment:

a. HTC	Phone land line	\$40.36
b. Kathy Reynolds	Cell phone data pkg.	\$50.00
c. Munising News	Ads: Spring Façade Grants	\$104.50
d. GMBPCD	Microsoft Subscription (50/50)	\$50.00
e. Imperial Electric	Capping wires at light poles knocked over by Post Office & City Hall	\$263.58 151.08
	Repair issue with lights not working at East end of Superior St	112.50

Kathy explained that we will be reimbursed for the capping fees by whoever knocked over the light poles. There have been three (3) knocked over this winter; that is about average.

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

Budget: The board received the February 2021 financial reports. Kathy and Dale both said the budget looks good. No action is needed or taken.

Old Business:

a. ALTRAN Transfer Station: Kathy reported that Jennifer from ALTRAN emailed that they do plan on having the Superior Street Station restroom open this spring. ALTRAN will be looking for grant funding options and does not need any additional assistance from the DDA or MVB.

b. Spring Façade Grants: The board received four (4) new façade grants. There are still funds available in the budget line to support all the projects. After reviewing, Travis made a motion to approve \$7,478.18 in grants as follows for the applications as presented, Pat supported. **The motion passed.**

Wayne's Water	South	up to \$1,557.18
Barry Hoover	West	up to \$2,334.00
Barry Hoover	South	up to \$1,543.50
Barry Hoover	North	up to \$2,043.50

c. Flower/Beautification Grants: The board received a copy of the new Summer 2021 Flower/Beautification Grant application. This would allow DDA business to qualify for up to \$250 each in matching funds for flowers and associated items to be used to beautify their outdoor spaces. Pat made a motion to allow Kathy to approve up to \$5,000 in grants, Cori supported. **The motion passed.**

d. Stenciling Downtown Crosswalks: Kathy and Pat Sanderson met with Vicki Ballas and Vinnie Ouellette to discuss the project. They are volunteering to do this project with the DDA buying the needed supplies. Kathy explained that we are currently looking at only doing the four (4) crosswalks in the Bayshore Park area. The areas would be power-washed and oil-based paint would be used; touch-ups would probably be needed annually. Kathy thinks all materials should cost less than \$1,000. Cori made a motion to move forward with the project, Travis supported. **The motion passed.**

New Business:

a. Kiosk funding: Kathy discussed the kiosk workers the GMPB utilizes in the summer. The DDA and MVB both help with funding. Kathy is requesting \$2,000 from the DDA for this summer. The kiosk was not open last summer, due to COVID. Kathy explained that we will keep an eye on traffic in the kiosk area. Since Pictured Rocks Cruises has put in their new loading dock it has greatly reduced the traffic coming off the city dock. If needed, the workers could be utilized at the office to help with increased traffic there with Border Grill going in next door. Rick made a motion to approve \$2,000 in funding for the GMBP kiosk workers, Cori supported. **The motion passed.**

Other Business: None

Executive Director's Update/Partnership Update: Kathy said the Harley apartments project is moving along. That is being partly funded by a CDBG Rental Rehab grant. Kathy is the grant administrator. She bid to be the administrator for the grant and the administrative funds go to the GMBP. Kathy said we are currently working on three (3) new murals for the east side of the bathrooms at Bayshore Park – the theme is Celebration. The new murals for the west side will be installed this spring when the panels on the Welcome to Munising signs are changed. The GMBP will be working with the MVB and PRNL to offer virtual training for area service workers. It will give them information to use when talking with visitors re: where to go, what to do, etc. This will be a virtual training session offered a few different times on different days. It will be free to participants and if employers want, we can take attendance. Cori explained that the MVB is coming out with two new maps and all new printed materials this year and want their app to be utilized more. Kathy and Dale will work on a preliminary budget for the board's approval. Kathy discussed retention rates for the GMBP. It has averaged 92-93% since Kathy and Pat started in 2011. Kathy said that she, Pat and Jaymie are all scheduled for their COVID vaccines and should be ready to go in mid-May. Opening the doors at the office will evolve as conditions change and allow. Kathy attended the International Economic Development Conference virtually this week and explained the normal costs and time that would have been needed to attend in person. Kathy added that the GMBP budget is still good, there have been different contractual funds earned this year to make up for other losses in the budget, such as income for events (Pictured Rocks Days, etc.).

City Manager's Report: Devin said MDOT is gearing up to begin the M28 road project. The City crew is working on removing trees in the right of way that need to be removed. Staffing at City Hall is back to 100% on a regular schedule and will slowly open the office to the public. Through the stimulus bill, the City will be receiving a \$220,000 grant with stipulations for how it can be spent. The County is receiving \$1.7 million. Devin also mentioned the three streetlights that were knocked down and said they are working on insurance claims. The

City Commission approved APRD Concerts in the Park to begin July 6. Treasa Sowa has decided to stay on as the Market Master for the Farmers Market. Licensing for the Farmers Market was tabled until the next meeting. At this time, it is not known what day of the week the market will take place.

Round table: Pat asked about the Superior Street paving and how that will impact the next DDA budget. Devin is working the UPEA to get engineering for Superior from Lynn to M28 and Elm from M28 to Onota. Devin said there should be MDOT grant funding to cover up to 50% and possibly other funding as well. Depending on the size of the project, the DDA might have the funds to cover their portion or may need to bond. Kathy discussed the various grants she has administered or written since coming into her position. Since 2011 our office has been responsible for administering over \$1.3 million in grant funding. In the last 8 months we have administered 3 COVID related grants with 115 applications awarding 49 grants for over \$262,000. The public meetings act was discussed. It is unknown at this time if the ability to meet virtually will be extended.

Adjournment: Cori made a motion to adjourn at 8:05 am, Rick supported. **The motion passed.**

Next meeting: April 21, 2021