

Munising Downtown Development Authority
Minutes of Meeting
April 21, 2021
Video Conference on Zoom due to Covid-19 Pandemic

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

Members Absent: Debbie Nedeau (u), Pat Gariepy (u)

Others Present: Kathy Reynolds, Pat Sanderson, Jaymie Depew, Devin Olson, Hilary Ludecke, Joe Paquette, Chris Case, Sheena Malone

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

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

Public Comment: Event Funding Request: Munising Farmers & Artisans Market – Hilary Ludecke:

The board receive a copy of the request from the Farmers Market for \$500. Hilary Ludecke, the new Market Master, said the market will be on Monday evenings this year, so as not to cause any issues with pandemic crowd sizes. Hilary said the market will probably be smaller than in previous years and there are currently about 12 vendors signed up. There have been up to 27 in the past. Hilary explained that with insurance, fiduciary fees, SNAP and other food programs, the cost for the market is at least \$1,800. The DDA will take the request under advisement and a decision will be made at the next meeting.

Event Funding Request: 4th of July – Joe Paquette: The board received four (4) requests from the 4th of July. They are requesting \$500 for new fireworks equipment, \$200 for the greased pole event, \$400 for the Mystery Person, \$400 for the Air Machine. This is a total of \$1,500 for the four events. The DDA will take the request under advisement and a decision will be made at the next meeting.

Event Funding Request: Munising Bay Cruisers Car Show – Chris Case: The board received a copy of the request from for the Car Show for \$1,000. (They received \$500 last year.) Chris said this is the 9th annual show. It will be held on the Neenah Paper property west of the mill near the roundabout. The funds will be used for flyers and targeted advertising. The DDA will take the request under advisement and a decision will be made at the next meeting.

Event Funding Request: APRD Concert in the Park – Sheena Malone: The board received a copy of the request from APRD for \$500. Sheena said the funds will be used to pay for bands. They usually cost \$100 per band member for each band. They are scheduling nine (9) concerts on Tuesday evenings from July 6-August 31. Sheena said that last year during the pandemic people were pretty good with social distancing. The DDA will take the request under advisement and a decision will be made at the next meeting.

Approval of Meeting Minutes for March 17, 2021: Dale asked about the kiosk workers being utilized at the office. Kathy said that is only if there isn't sufficient traffic at the kiosk and, just like last year, we will be available at the office via window service if the door isn't open to the public. Cori made a motion to approve the minutes as presented, Mike supported. **The motion passed.**

Approval of Bills for Payment:

a. HTC	Phone land line	\$40.41
b. Kathy Reynolds	Cell phone data pkg.	\$50.00
c. Mares Z Doats	Fertilizer for Bayshore Park	\$197.90
d. Cranking Graphics	Website Maintenance (Jan/Feb/Mar)	\$44.58
e. GMBPCD	Dropbox Subscription (50/50) 59.94	\$132.44
	Norton Antivirus (50/50) 72.50	
f. GMBPCD	4 th Quarter Contribution	\$23,951.00

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

Budget:

a. March Financials: The board received the March 2021 financial reports. Dale said that if we spend the remaining \$134,000 budgeted, we will still have a balance remaining of \$214,000. Dale and Kathy agree that the budget looks good. No action is needed or taken.

b. Proposed 2021/2022 Budget: Will be discussed later in the meeting.

Old Business:

a. Event Funding Request-Pictured Rocks Road Race: Travis made a motion to approve funding of \$500 to the MBTN for the Pictured Rocks Road Race, Jackie supported. **The motion passed.**

The board discussed knowing what funds are used for when requested. The funding request form will be revised to add that in the future.

b. Veterans Drive Lighting: The last estimate we received from UPEA was for roughly \$100,000 to install lighting along Veterans Drive. Kathy said that the lights have gone up from \$6,000 to \$6,500 each since that estimate. Kathy and Devin will meet with Bob Beauchaine with Imperial Electric and Kathy will have another estimate at a future meeting.

New Business:

a. New Holiday Decorations: The board received several options and quotes for new holiday decoration for the new light poles on M28. There will be a total of 48 new poles when the M28 road project is complete. Kathy got quotes for 50. All estimates include the necessary hardware. The City pays the electric bill. After looking at the various options and much discussion, Mike made a motion to order enough to put a banner and decoration on the 48 poles with 2 extras, Tom supported. **The motion passed.**

Other Business: None

Executive Director's Update/Partnership Update: Kathy said the GMBP is working on data entry to integrate new software into the website. Kathy serves on the board of UP Art Alliance and they are doing a study on the economic impact of the arts in the UP. It will help with possible future grant funding. We are working on the virtual training for frontline workers; it will be offered three times on various days and times. Kathy has been working with a group, including Cori, to get 2 fast car charging stations installed at Pictured Rocks Inn and Suites. It may take up to 6 months. Kathy has a meeting today at 9am for MEDC CDBG training. It's required training to keep her certification as a grant administrator. Kathy is also serving on a UP housing committee. We need smaller developers to do smaller projects and to make them aware of the incentives available to which hopefully will make these projects happen and to make these types of ventures profitable. Supplies have been ordered and Vicki and Vinnie are working on making the stencils for the crosswalk stenciling. Kathy worked with Dale on the 2021/2022 proposed budget. Kathy and Pat Sanderson had a meeting with Hilary from the Farmers Market, as the GMBP is their fiduciary agent. Dale said he spoke with Bill Ramsey and it's highly unlikely his façade grant projects will take place.

City Manager's Report: Devin said MDOT put up the detour signs and the M28 road project has begun. They are about three weeks ahead of schedule. He added that the City is receiving additional funds this year from the MDOT Rural Task Force Program. The H58 road project will be moved up from 2023 to 2022. He added that there are two grants the City and DDA can apply for to help with the 2022 Superior and Elm road projects. It could cover 50% of the costs. Dale asked Devin if he thinks the \$550,000 estimate is accurate. Devin said it all depends on oil prices, but he will try to get a more accurate estimate.

Jaymie logged off at 8:50.

Budget:

b. Proposed 2021/2022 Budget: Kathy worked with Julie and Dale on the proposed budget. She said they are keeping the revenue about the same to be conservative. Professional Services has been increased quite a bit. If we do the Superior and Elm road projects, we will incur engineering fees. Many of the expense lines have stayed the same or changed only slightly. Devin discussed the streetlights that were knocked down this winter. We will have revenue from insurance payments this fiscal year but will need to expense next year for the replacement lights. We need to increase the Signs and Streetlights Expense by \$28,000 to a total of \$40,000.

Round table: Rick asked about Hanley Airfield. He said it was his understanding that land swaps occurred to get the property into the County's hands so it could become a paved public airport. Now it sounds like the County wants to turn the property, or a portion of the property, into a campground. Cori said the County has approved funds for a land survey for the purpose of turning it into a campground. She said the MVB does not want to see it happen and the intention of the land swaps was to get a paved public airport. Devin said the City was involved and gave a 40-acre parcel with the intent of it being an airport. The next County Commission meeting is May 17 at 4pm. The City, Munising Township, Hiawatha National Forest and Munising Lands (Nebels) were all involved with the land swap. Mike and Devin discussed putting it on the next City Commission meeting agenda. Kathy logged off at 8:59 during the Hanley discussion. Pat logged off at 9:09, following the Hanley discussion, so the board could discuss the budget.

Dale Immel instructed that the following be entered into the minutes:

The proposed 2021/2022 budget will be amended to change the Expense line for Signs and Streetlights to \$40,000. Cori made a motion to approve the amended budget, Mike supported. **The motion passed.**

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

Next meeting: May 19, 2021