

Munising Downtown Development Authority
Minutes of Meeting
April 24, 2019

Members Present: Dale Immel, Rod DesJardins, Pat Gariepy, Rick Bowerman, Tom Hall, Jackie Reynolds, Travis Cross, Debbie Nedeau

Members Absent: Donna Grahovac (e)

Others Present: Kathy Reynolds, Pat Sanderson, Devin Olson, Matt Treado, Treasa Sowa

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

Approval of Agenda: Kathy suggested that the Proposed 2019/2020 DDA Budget be moved to the end of the agenda, as part will be discussed in a closed session. Rick made a motion to approve the agenda with the revision, Pat supported. **The motion passed.**

Public Comment

a. Event Funding Request: Munising Farmers' and Artisans' Market: Treasa Sowa, Market Manager, is requesting funding of \$500 for the market. This is something the DDA has supported in the past. Treasa said they did raise vendor rates this year to \$150 for the season. The market runs every Tuesday evening from May 28-Oct 1. Treasa said there are usually 26/27 vendors on busy days, there is no limit on the number of vendors they will accept and she receives a stipend of \$1,200 annually as Market Manager. She attends conferences, informational meetings relevant to the market, manages the facebook page and is currently working on a program to involve 4H. The board will take it under advisement and a decision will be made at the next DDA meeting. Treasa left at 8:03.

b. Event Funding Request: Munising Trout and Salmon Classic: Pat Gariepy spoke on behalf of the fishing tournament that is requesting \$500 funding for the event. They will give out over \$20,000 in cash and prizes this year. The number of participating boats has increased every year. The board will take it under advisement and a decision will be made at the next DDA meeting.

c. Event Funding Request: Alger County Chamber Annual Dinner: Kathy discussed the dinner. Peoples State Bank is receiving the Business of the Year Award. During this function DDA updates are given. The event sells out every year. The board will take it under advisement and a decision will be made at the next DDA meeting.

d. Matt Treado – UPEA: Matt discussed the upcoming MDOT 2020 M28 road project. The board received a copy of the MDOT Tap Grant Summary and Scope of Work. Matt said there are some items, such as lighting and landscaping, that will not be covered by the TAP grant. There will be a public meeting scheduled to survey the public regarding the project. There will be approximately \$200,000 needed to pay for aesthetics. Travis asked if there is a committee working on aesthetics for the multi-use path. Matt said there is not, but that could possibly be something the DDA and City Commission would both weigh in on. Bids will be taken in April 2020 and the proposed start date is May/June 2020.

Approval of Meeting Minutes for March 20, 2019: Rod made a motion to approve the minutes as presented, Pat supported. **The motion passed.**

Approval of Bills for Payment:

a. HTC	Phone Land Line	\$40.09
b. Kathy Reynolds	Cell Phone Data Pkg.	\$50.00
c. Munising News	Ads: Banner Contest	\$210.38
d. Cranking Graphics	Website Maintenance (Jan/Feb/March 2019)	\$550.53
e. Imperial Electric	Repairs on Superior St/Elm Ave (Inv 2195)	\$150.00
f. UMCCU-Visa	Website Annual Hosting	\$144.00

g. GMBPCD	4 th Qtr. Contribution (Adjusted)	\$19,468.40
h. GMBPCD	Lunch for MI SBDC Training (50%)	\$50.00

Kathy noted that the 4th Qtr. Contribution is an adjusted amount, due to the elimination of Ben’s salary and costs. If we hire a new employee before the end of the quarter, it will be billed at that time for the remainder of the quarter.

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

Budget:

a. March 2019 Financials: The board received the March 2019 financial reports. Dale noted there is nothing out of the ordinary and no action is needed.

Old Business:

a. Event Funding Request: APRD 2019 Concert in the Park Series: APRD has requested \$500 in funding for this year. Rod made a motion to approve the \$500 in funding for APRD, Rick supported. **The motion passed.**

b. Event Funding Request: MBTN 2019 Pictured Rocks Road Race: The Munising Bay Trail Network has requested \$500 in funding this year. Rod made a motion to approve the \$500 in funding for MBTN, Pat supported. **The motion passed.**

c. Letter to the 4th of July Committee: The board received a draft of a letter written to the 4th of July Committee from the DDA board regarding the \$500 in funding they requested for “Entertainment in the Park” for the 4th of July. Following discussion at the last DDA board meeting, the letter was drafted to ask for further details on the “Entertainment in the Park”. The board agrees that the letter addresses their concerns and it will be mailed to the 4th of July Committee at PO Box 267 in Munising.

New Business: None

Other Business: None

Executive Director’s Update/Partnership Update: Kathy said the new state mandates re: DDA’s requires a public informational meeting. This meeting will be Monday, May 6 at 4pm at City Hall. She would like to see some board members attend, if possible. This is not a formal meeting, there will be no agenda, just answering questions from anyone that may attend and briefly explaining what the DDA does and what they have accomplished. Kathy said there may be some questions re: DDA façade grants for residential structures. Kathy said the audited budget is now on the DDA website. Kathy recently attended a Small Town & Rural Development Conference, a UPEDA meeting in March, and has a UP Art Alliance meeting coming up. She will be taking Opportunity Zone training. Kathy has offered the Communications and Special Projects Assistant position to Jaymie Depew. Kathy explained that she has work crews from Superior Watershed coming over to help with the alley clean-ups again. The Partnership budget is done and approved. She has a Great Waters meeting tomorrow and the Dave Lorenz, VP for Travel Michigan/MEDC, luncheon today in Munising. Grand Marais was recently designated as an LMI community and Chatham has already been for some time. Kathy will be going to Grand Marais with Jen Tucker (MEDC) for a meeting there regarding MEDC funding opportunities. Munising’s new LMI rating was 50.47% and 51% is the qualifying marker. Devin said we could resurvey to see if we would qualify, but it does take both time and money. Kathy has had a couple of meetings with marketing people from Kewadin Casino. They want to do a snowmobile rally and are looking for someone to put it on. It’s possible that the Munising Visitors Bureau would hire someone to do it. Pictured Rocks Days plans are going well, the DDA banner art contest is complete (the winning banners are in the front office) and Kathy said that the Art Place grant will probably pay for the banners. She is also arranging another Mather Auditorium meeting re: local theater and programming at Mather. Work continues on the murals for the next phase of Art in the Alley and the historical walking tour; these will be funded by Art Place grant funding.

City Manager's Report: Devin reported that the H58 project is a go and Oberstar will begin the project on July 5. Devin said the city does have an ordinance banning sleeping in cars. There is a new city ordinance allowing patio fire pit type fires. There will be a second reading next week of the new short-term rental ordinance. There is a vacancy on the City Commission and someone will be appointed next week to fill the seat vacated by Kevin Cotey.

Budget:

b. Proposed 2019/2020 DDA Budget: The board received the proposed 2019/2020 DDA Budget. Dale stated that Julie projects the revenue and is conservative. Dale said there are no major changes from 2018/19 aside from the Administrative Costs. Debbie made a motion at 8:55 to go into closed session to discuss the administrative/personnel costs, Rod supported. **The motion passed and the board went into closed session.** Kathy, Pat Sanderson, Devin and Matt Treado stepped out. Rod left at 9:25; at 9:40 Kathy, Pat Sanderson and Devin were invited back in and Debbie made a motion to open the meeting and discuss the budget, Pat Garipey supported. **The motion passed.**

Dale asked if the budget had to be approved today. Devin said the deadline is May 20. Dale said the board would like to table the budget for further discussion regarding one line item until the next meeting. Kathy discussed her reasons for the increases in the budget and Dale discussed the budget and the percentages in various categories going forward. Kathy and Dale will meet to discuss the details. Pat made a motion to table the budget until a May 1 special budget meeting, Debbie supported. **The motion passed.**

Round Table: Dave Lorenz from Travel Michigan (Pure Michigan) was invited in for an informal discussion regarding the role Pure Michigan has played in the increased tourism in Munising in the past few years. Dave talked about various future opportunities to promote the area, including possible cruise ships on Lake Superior. Dale asked if there are any funds available to help the community deal with the needs and issues that have arisen due to the increase in tourism. Dave stated that within MEDC they hope to come up with funding for such things going forward.

Adjournment: Rick made a motion to adjourn at 10:14, Debbie supported. **The motion passed.**

Next meeting: Special Budget Meeting May 1, 2019