

Munising Downtown Development Authority  
Minutes of Meeting  
May 20, 2020  
Video Conference on Zoom due to Covid-19 Pandemic

**Members Present:** Dale Immel, Debbie Nedeau, Pat Gariepy, Rick Bowerman, Cori Cearley, Rod DesJardins, Jackie Reynolds, Travis Cross

**Members Absent:** Tom Hall (u)

**Others Present:** Kathy Reynolds, Pat Sanderson, Devin Olson joined at 8:07, Jaymie Depew joined at 8:23

**Call to Order:** The meeting was called to order by Dale at 8:03 a.m.

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

**Public Comment:** None

**Approval of Meeting Minutes for March 18, 2020:** Pat made a motion to approve the minutes as presented, Debbie supported. **The motion passed.**

**Approval of Bills for Payment:**

a. HTC	Phone Land Line	\$39.98
b. Kathy Reynolds	Cell Phone Data Pkg.	\$50.00
c. Embers CU Visa	Dog Waste Bags	\$217.78
d. Cranking Graphics	Design: Find it Here Posters (50/50)	\$25.00
e. Madigan's Ace Hardware	Totes for Banner Storage	\$38.97
f. GMBPCD	Norton Anti-Virus (50/50) \$70.00	\$133.70
	Zoom Video Conf (50/50) \$63.70	

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

**Budget:**

**a. April financials:** The board received the April financials for review. Kathy noted that the Admin Expenses are over budget due to the expense for the new windows at the office coming out of that account on Devin's recommendation. An adjustment will need to be done at year end. Dale said that looking everything over, we should spend \$40,000-\$50,000 before year end. We will still have a projected fund balance of approximately \$140,000-\$145,000. Kathy said the Grant income line should be \$4,500 more than currently shown; Julie will need to make a couple of corrections. No action was needed or taken.

**b. Proposed Fiscal 2020/2021 Budget:** The board received the proposed 2020/21 budget. Kathy went over some line items and said Expenses budgeted are basically the same as last year. The Admin and Salary have stayed the same, no increases. There are some façade improvements that have not been completed yet and may not be done before the end of this fiscal year. Kathy would like to see those projects approved to carryover for the next fiscal year, so she has budgeted \$55,000 for 20/21. Of that only \$30,000 would be for brand new façade projects. Kathy also said that in the past we have received grants for the Plants and Decorations and Signs and Streetlights line items. Kathy thinks those funds will probably not be available for 20/21. There is also \$9,000 budgeted to help pay for a new snowblower attachment for the City that was discussed back in February. Kathy discussed Property Tax Income with Julie and Julie feels it should stay basically the same for 20/21. Rick made a motion to approve the Fiscal 2020/2021 Budget as presented, Debbie supported. **The motion passed.**

**Old Business:**

**a. Façade Grants:** As discussed earlier, there are façade projects that may not be completed by June 1, 2020, as stated in the grant approval. Pat made a motion to allow the unfinished 2019/2020 façade grants to carryover to 2020/21 with the same deadline the 2020/21 grants will have (that being June 1, 2021), Cori supported. **The motion passed.**

**b. LMI Survey:** Devin said the recordkeeping has been submitted to CUPPAD and LMI surveys have been planned with that going to the third-party certifier. If any door to door is needed it will take place mid to late summer.

**New Business:**

**a. Grants:** Kathy discussed the MEDC Small Business Relief Program that awarded grants to seven (7) businesses in Alger County. These grants had to be applied for through the GMBPCD. Kathy talked with about 100 businesses and worked with 60 applicants. These grants were reviewed and awarded by a board comprised of various Central UP economic leaders. Only about 10% of applicants received a grant. There is currently a crowd funding grant, MI Local Biz, available through MEDC that Kathy recommends for small businesses. There is also another \$50,000 grant opportunity available from MEDC called Match on Main. For this a local downtown management organization, such as the DDA, would apply for and administer the grant. Kathy would like approval to move forward with the application and would also like a few board members to volunteer for a committee to evaluate the applicants and make decisions on the grantees after the initial application is complete and we are approved to receive the \$50,000 grant. The board agrees it's a good idea. Cori made a motion for Kathy to go ahead with the application for the MEDC Match on Main grant, Debbie supported. **The motion passed.** Dale, Jackie, Cori and Debbie will serve on the committee.

**b. Mural:** Kathy showed the board a rendering for the new 15'x8' mural that will be on the back of the old Corktown building.

**Executive Director's Update/Partnership Update:** Kathy discussed another alley project that is currently being developed with Pete, Joe and Kate involving maritime history, shipwrecks, commercial fishing, lighthouses, and historical industry. There will be four (4) free standing installations in the alley from Maple to Birch. We are moving ahead with the planters along Superior Street and Art in the Alley. Jaymie hung the art last week and has been working on cleaning up the alley. Kathy reported that the GMBPCD refinanced the mortgage for the office. They were not available for PPP. Kathy said the budget with the GMBPCD is still good and at this time she does not know when she will start the staff at the information kiosk. It could possibly be July 1 or later. Jaymie and Pat gave updates on what they have been working on. Kathy updated the board on what we are doing to get back to the office and how we can still function as a welcome center with information for tourists. Currently hotels and attractions will not open until at least mid-June.

**City Manager's Report:** Devin said all city workers are back to working fulltime and practicing social distancing. He is not looking at City Hall being open to the public until at least July 1. They are looking to open Tourist Park May 29<sup>th</sup> with rules for social distancing. The marina will have a soft opening for seasonal local slips. The MDOT project has begun and they are working on the roundabout first. Hopefully that portion will be done late June to early July. Devin said the detour down Superior St will be intermittent throughout the entire project. The City is working on the 2020/2021 budget and the state is under intense financial pressure for funding. It is expected that income from state funding and revenue sharing will take hits.

**Round Table Discussion:** Dale reported that a new restaurant is taking over Johnny Dogs old spot on Superior. They are expected to have a similar menu. Dale questioned the amount of the DDA Quarterly Administrative Costs if the mortgage is refinanced. Kathy agreed that the amount should and will be reduced. She will adjust the line item down on the budget. She is also checking with Michigan Works to see if the amount contributed to Michigan Works for her travel expenses can be adjusted, as she is not traveling and won't be traveling for at least a couple of months. Dale said he had a meeting with Amber Curtis and they will be doing a job evaluation for Kathy. Dale asked if the board would like to be involved. It is agreed that Dale will send the evaluation form to the board and they will submit them to Dale to be shared anonymously with Kathy. Devin said the ability to host virtual meetings has been extended to the end of June, so our June meeting will be via zoom.

Dale said he had a discussion with Amber Curtis regarding implementing wage increases for the DDA/GMBP staff and would like to discuss it with the board. Kathy, Pat and Jaymie were asked to log out of the meeting at 9:10.

**Adjournment:** Cori made a motion to adjourn at 9:10, Rick supported. **The motion passed.** The board stayed on for an informal discussion regarding salary increases.

**Next meeting: June 17, 2020**