

Munising Downtown Development Authority  
Minutes of Meeting  
June 16, 2021  
Fuzzy Boyak Welcome Center, 8am

**Members Present:** Dale Immel, Mike Nettleton, Travis Cross, Debbie Nedeau, Tom Hall, Rick Bowerman

**Members Absent:** Cori Cearley (e), Pat Gariepy (e), Jackie Reynolds (u)

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

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

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

**Public Comment:** Ed Hines was present to discuss his façade application the board reviewed at the May meeting. As the building was currently empty and for sale in May, the board would like to discuss the future of the building. Ed stated there is currently a purchase agreement on the building. Dale stated that normally façade grants are not approved on buildings without businesses currently operating. Ed would like to proceed with the planned improvements (painting and possibly replacing doors). Dale stated that the new owners would also be encouraged to apply for a façade grant of their own. Ed left at 8:04. The board will discuss the grant later in the meeting with the other new façade grant applications.

**Approval of Meeting Minutes for May 19, 2021:** Mike made a motion to approve the minutes as presented, Deb 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. Madigan's Ace Hardware	Trash Bags 838.97	\$1268.10
	Crosswalk paint/supplies 41.93	
	Gardening supplies 320.27	
	Misc. supplies 66.93	
d. Ember's Credit Union-cc	Roundabout irrigation parts	\$227.79
e. GMBPCD	Paul's Plumbing: Plumbing repair (50/50)	\$207.75
f. Upbeat	Trash Can Lids	\$1,608.84
g. Display Sales	50 Winter Banners & Hardware	\$6,648.00

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

**Budget:**

**a. May Financials:** The board received the May 2021 financial reports for review.

**b. June budget adjustments:** The board received the following list of budget adjustments as follows with Kathy's recommendation that all funds come from the Façade Improvements line.

--Supplies we will need to move \$400 there.

--Dues and Publications we will need to move \$50 there.

--Administration we will need to move \$2,400 there.

--Bond Principal we will need to move \$1,000 there.

--Bond Interest we will need to move \$1 there.

Total moved-- \$3,851. Rick made a motion to approve the budget adjustments as presented and to move all funds from the Façade Improvements line, Debbie supported. **The motion passed.**

As there may be some other items that may come up before the end of the month, the board decided that it would be a good idea to give Kathy the authority to make those adjustments if needed. Rick made a motion to authorize Kathy to make year-end budget adjustments up to \$2,000, with the funds coming from Façade Improvements, Debbie supported. **The motion passed.**

**Old Business:**

**a. HTC Mural:** Kathy said the mural has been taken down by Signs Now and they billed HTC. The mural is stored and will go back up after the renovations are complete.

**New Business:**

**a. Driftwood Deli Façade Grant:** The board received the paperwork for a grant for the east side of the building, including their courtyard. Pat Sanderson explained that the application was due back in March and all work was to be complete with follow-up paperwork (proof of payment, etc.) turned in by June 1. They never turned in an application and came in on June 4, after the project was complete, and turned in everything all at once. After much discussion, the board agreed that considering or approving this grant after the fact would be setting a bad precedent. They missed two deadlines and had all the work completed before attempting to get any type of approval. Mike made a motion to deny the application, Tom supported. **The motion passed.** As Travis Cross was one of the contractors, he abstained from voting.

**b. Jason Kouw Façade Grant:** Kathy said she heard from Jason Kouw regarding his façade grants. The project was to be completed and paperwork turned in by June 1 and it's still incomplete. He originally applied for a 2019/2020 grant and when it wasn't complete in June 2020 it was deferred to 2020/2021. At this point the board feels he has been given ample opportunity to complete the project. Rick made a motion that the project needs to be complete, and all paperwork turned in by June 28, 2021, or the grant is denied, Tom supported. **The motion passed.**

**c. New 2021-2022 Façade Grants:** Dale said he heard from Chris Conklin from Border Grill and they realize they missed the deadline. They had previously contacted the office for an application. The board received detailed applications via email to review.

Mike made a motion to approve the applications as presented for Pictured Rocks Inn and Suites, Rick supported. **The motion passed.**

<b>Pictured Rocks Inn and Suites</b>	<b>East</b>	<b>up to \$2,500.00</b>
<b>Pictured Rocks Inn and Suites</b>	<b>North</b>	<b>up to \$2,500.00</b>

Tom made a motion to approve the applications as presented for Northwoods Printing, Debbie supported. **The motion passed.** Travis Cross abstained from voting.

<b>Northwoods Printing</b>	<b>West</b>	<b>up to \$855.00</b>
<b>Northwoods Printing</b>	<b>East</b>	<b>up to \$2,500.00</b>
<b>Northwoods Printing</b>	<b>North</b>	<b>up to \$2,500.00</b>

Mike made a motion to approve the applications as presented for Stylistics, Debbie supported. **The motion passed.** Tom Hall abstained from voting.

<b>Stylistics</b>	<b>West</b>	<b>up to \$1,166.10</b>
<b>Stylistics</b>	<b>East</b>	<b>up to \$2,500.00</b>

Rick made a motion to approve the applications as presented for Driftwood Deli, Debbie supported. **The motion passed.**

<b>Driftwood Deli</b>	<b>East</b>	<b>up to \$2,118.56</b>
<b>Driftwood Deli</b>	<b>North</b>	<b>up to \$847.42</b>

**Ed Hines Façade Grant:** Kathy explained that she heard from an interested party that contacted the realtor and was told there was a purchase agreement on the property. There was a lot of discussion regarding the clause in the façade grant application that states: Must be an existing active business building or a building that will house a new active business. If a façade grant is awarded to a new business, the new business must remain active for a minimum of 90 days before the grant funds will be issued. The fact that the building is

currently for sale is also concerning. What if a façade grant is given and the new owner tears the building down? The board agrees that if the new owner wants to apply for their own façade grant, we can reopen the application period. All agree that the building needs updating. Travis made a motion that if he sells the building, he does not get the grant and to approve the façade grants for Ed Hines as presented, but he will not receive the funds until an active business is in the building for a minimum of 90 days, Debbie supported. **The motion passed.**

<b>Ed Hines, 115 E Munising Ave</b>	<b>West</b>	<b>up to \$552.50</b>
<b>Ed Hines, 115 E Munising Ave</b>	<b>North</b>	<b>up to \$832.50</b>
<b>Ed Hines, 115 E Munising Ave</b>	<b>South</b>	<b>up to \$1703.50</b>
<b>Ed Hines, 115 E Munising Ave</b>	<b>East</b>	<b>up to \$2,500.00</b>

**d. DDA Informational Meeting: July 12, 2021, 6pm-Virtual** As required, we will hold an informational meeting. This will be a virtual meeting and any DDA members are welcome to participate.

**e. Vicki Ballas & Vinnie Ouelette:** Kathy would like to do something as a thank you for Vicki and Vinnie for all the work they put into painting the crosswalks. We cannot spend out of the DDA budget for anything like that. If Kathy comes up with an idea, some of the board members would be willing to contribute.

**Other Business:** None

**Executive Director's Update/Partnership Update:** Kathy discussed the Brownfield meeting she attended and the airport/campground discussion. She also is serving on a committee re: Michigan Small Business Summit. Kathy also serves on a UP Housing Committee and there are no new developments. Yesterday she hosted a UPEDA virtual event regarding the workplace of the future. The Harley apartments are moving along. The DDA gardening is going well and is almost done. It is remarkably busy in town, especially for June and is hearing that numbers are up for many businesses and PRNL. The GMBP has completed 2 of 3 virtual training sessions they are hosting for service workers regarding tourism. PRNL has reported that their campgrounds are fully booked through September. PRNL is working with the City to try and establish a trail to connect Sandpoint to the City. Kathy and Devin will be attending a meeting this afternoon with PRNL on that topic. Kathy will be serving on a UP childcare task force. Lack of childcare and costs continues to be an issue. Invest UP has applied for a training grant from MEDC and Kathy and other economic developers are assisting.

**City Manager's Report:** Devin said the M28 road project is going well and the east side work near Shell will be finished soon. With some of the improvements, the wastewater plant is seeing their lowest levels ever. The City is finalizing paperwork for the West Shore Drive water/sewer expansion that will reach to the Holiday Inn. There are two City Commission public hearings coming up regarding temporary sales stands and the budget. Devin said everything with the budget looks good and the section of H58 is scheduled to be completed in 2022.

**Round table:** Mike said the City is looking at the issue of people wanting to raise chickens in the City, outside of what is currently allowed.

**Adjournment:** Mike made a motion to adjourn at 9:17, Tom supported. **The motion passed.**

**Next meeting: July 21, 2021**