

Munising Downtown Development Authority
Minutes of Meeting
June 17, 2020
Video Conference on Zoom due to Covid-19 Pandemic

Members Present: Dale Immel, Travis Cross, Rick Bowerman, Cori Cearley, Tom Hall, Debbie Nedeau joined at 8:08

Members Absent: Rod DesJardins (e), Pat Gariepy (u), Jackie Reynolds (u),

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

Call to Order: The meeting was called to order by Dale at 8:02 a.m.

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

Public Comment: None

Approval of Meeting Minutes for May 20, 2020: Dale made a correction regarding the April financials and the fund balance and an amendment was made regarding the adjournment. Cori made a motion to approve the minutes as amended, Travis 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	Art in the Alley: Fencing	\$131.94
d. Claudia VanLandschoot	Reimbursement for Flowers	\$167.00
e. Madigan's Ace Hardware	Yard Waste Bags	\$5.98
f. Munising News	Ad: Graduation Sponsor	\$50.00
g. Signs Now	Prohibition Mural (old Corktown)	\$1,950.00
h. Cranking Graphics	Design for Prohibition Mural	\$1,050.00
i. Cranking Graphics	Design Phase I Maritime Murals*	\$2,450.00
j. Cranking Graphics	Design Phase II Maritime Murals*	\$2,100.00
	*Alley Grant Projects	
k. Nagelkirks	Flowers for downtown	\$3,192.95

Kathy clarified that a \$5,000 grant from CUPPAD (with a \$5,000 match) was being used for the alley project with maritime murals. We also received a \$5,000 grant from CUPPAD (with a \$5,000 match) that was originally earmarked for gardening/greenspace. CUPPAD approved using that grant for other art projects and part of that is being used for the prohibition mural. Kathy said we are using grants or matching funds for these murals and art projects.

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

Budget:

a. May financials: Kathy advised the board that on the Grant Revenue there was an additional \$4,500 received and deposited in June. Dale said that with approximately \$25,000 we are spending before FYE we will have about \$93,000 carryover for next year and for Assets-Cash through May we have a little over \$282,000. This will also give us about \$257,000 carryover. The DDA has always considered repairing/repaving Superior St. Devin added that with MDOT using Superior St as a detour route there is a possibility that they might help with funding for the repairing/repaving. The sewers in that area were replaced in the 1980's, but the water lines are old and will need replacing. If we get the LMI certification it will help with grant and funding opportunities.

b. FYE Budget Adjustment: Dale said we only need to do one (1) budget adjustment. That is for the DDA portion of having the windows replaced at the office. Travis made a motion to move \$3,000 from Professional Services to Administrative Costs to balance the budget, Cori supported. **The motion passed.**

Travis talked about the fund balance and would like to have a discussion as to how these funds should be used or earmarked. Kathy said many of the items on the DDA 20-year plan have been completed. The board will discuss it at the next meeting and have a refreshed plan moving forward.

Old Business:

a. Murals/Art Projects: Kathy said the prohibition mural has been hung on the back of the old Corktown building. We are also working on a mural to go on the west side of the bathrooms at Binsfeld Bayshore Park with a theme of recreating on the water. We are also currently working on a Maritime Alley (between Maple and Birch). There will be 4 -5 installations of 2-3 panels each utilizing grant funds and façade funds for the match. Kathy will be presenting these upcoming projects to the City Commission.

b. LMI Survey: Devin will check with CUPPAD to see where we are. These surveys are normally done door-to-door, but with COVID-19 things are not as normal.

c. MEDC Match on Main: We did not receive the \$50,000 grant that we applied for to be divided among 16 DDA businesses. In the UP they went to Marquette, Sault Ste Marie and Calumet.

New Business:

a. Salary Increases: Dale has spoken with Amber Curtis and the GMBP board approved 2% salary increases for Kathy, Pat and Jaymie. This board will discuss it at the end of the meeting.

Executive Director's Update/Partnership Update: As part of MEDC certification for grant administration, Kathy has training classes this week. She continues with the weekly MSU tourism group meetings as well as many other industry meetings. Most businesses she has been in contact with are hoping to break even or are hoping for a small profit this year. Some are reporting trouble getting workers back to work with the current unemployment bump. Pictured Rock Cruises open this week running at 50% capacity. Jaymie has been working with Renae on the gardening with Claudia and some volunteers. Lady Killers is doing the weed spraying.

City Manager's Report: Devin said the round about work continues and everything is on schedule. The City Commission approved the City budget. City Hall might open next week, by appointment only. Things are working well with people using the drop boxes. The marina is slowly opening. The marina restrooms are open, but the public restrooms in Binsfeld Bayshore Park are still closed; they may open them around the 4th of July for limited times during peak periods. There was discussion of possibly using port-a-potties and leaving the bathrooms closed. The private companies supplying them are responsible for cleaning and liability. It's possible the DDA may help with costs. Devin will get some prices.

Round Table Discussion: Dale mentioned that in the budget the estimate for Revenue from Property Tax was \$317,000 and the actual through May is \$366,000. This is a testament to the improvements that are taking place in town. Travis asked if the DDA budget will take a hit as the City budget is expected to. Devin said that since the DDA budget is based on property taxes, the DDA should not see any decreases next year.

Kathy, Pat, Jaymie and Devin logged out of the meeting at 8:51, the board continued with discussion regarding salary increases.

Dale Immel entered into the minutes: Cori made a motion to approve 2% raises for Kathy Reynolds, Pat Sanderson and Jaymie Depew, Debbie supported. **The motion passed unanimously.**

Adjournment: Cori made a motion to adjourn at 9:07, Deb supported. **The motion passed.**

Next meeting: July 15, 2020