

**DDA  
DDA Meeting Minutes  
October 20, 2020 Regular Meeting  
City Hall Chambers  
8:00 AM**

**Members Present: Derby Chase, Linda Norlander, Jay Bostwick, Linda Howlett (Virtual), Kyle Closs, Amanda Phillips, Sarah Slagstad**

**Members Absent: Mayor Thompson, Mike Williams, Robert LeDuc, Marcey Skwor**

**Vacancies - 0**

**Other Staff Present: Ron Miaso, Eric Buckman**

**Guests / Public: Patrick Johnson**

**Meeting was brought to order by Jay Bostwick at 8:08**

- I. CALL TO ORDER**
  - a. Roll Call was noted**

- II. Amendments to Agenda**

**Patrick Johnson asked to move his Agenda Item on Rialto Center Project forward to the first item under Unfinished Business. There were no objections. Although Patrick Johnson presented information directly following the Budget discussion, it will be shown for consistency in the original Agenda order.**

- III. PUBLIC COMMENT**

**None**

- IV. APPROVE MINUTES**

- a. Motion by Derby Chase; seconded by Linda Norlander to approve the DDA Regular Meeting Minutes – July 21, 2020.**

**\*\*\*MOTION CARRIED UNANIMOUSLY\*\*\***

- V. PUBLIC HEARING: None**

## VI. BUDGET:

- a. Ron reviewed the financials for the period ending September 30, 2020. On the revenue side, tax captures of \$91,539 were received from the Summer Tax Collections and \$25 of Farmers Market revenues from various vendors at the Market were recorded.
- b. Expenditures were reviewed by Ron which included an expense from Miller Canfield for work on the DDA Plan Amendment. Ron stated that we were pleased with the assistance they provided in guiding Gladstone through the process. Besides the Coordinator monthly charge, Printing and Publishing charges of \$4,217 were recoded for required postings in the Daily Press and the Action Paper for the DDA Plan Amendment requirements.
- c. Ron reviewed the Fund Balance and Projected Fund Balance for the DDA. He stated that the cash balance this period showed two entries, a Cash balance and Investment in First Bank balance. City Manager Buckman discussed the First Bank entry by saying that Bob Valentine (former Escanaba Treasurer) is very involved with municipal investments and is able to get a better return while complying with the investment rules for municipalities. Eric said that Bob Valentine would be happy to present particulars of the investment program at a future DDA Board Meeting. Eric also reported that starting next month, a new revenue line item account will be included that will track the First Bank revenues.

## VII. UNFINISHED BUSINESS:

### a. 9th Street Bond Project Update

City Manager Eric Buckman reported the project is basically complete and that the City will be meeting with the contractors and Coleman Engineering on October 22, 2020 to review Punch List items. He encourage all to bring any punch list items to his attention for review at that time.

City Manager Buckman reported that there were funds being held for items that may need future spending such as plantings that may not be totally acceptable due to fall plantings. He also stated while it looks as though there may be a budget surplus, at this time bills are still being reviewed and we have not had a final accounting of all items.

He proposed a future joint meeting of the City Commission and the DDA to determine how to move forward with any positive news and all items are on the table. Kyle Closs suggested that a quicker payout of the bond would be a good direction, but other options will be discussed.

Linda Norlander suggested that good news to the budget may be used to go back to the public. Jay Bostwick and Amanda Phillips discussed some issues with downtown businesses during the construction proves. Eric Buckman said that he had heard of some issues with the subcontractors of various parts of the project, but overall the prime contractor did a very good job. Finally, Derby Chase suggested that with 9<sup>th</sup> Street looking so good with freshly painted lines, we may want to look at repainting the Delta Avenue street lines for a more finished look on our two main streets.

**b. North Shore Update**

Ron reported that there has not been much activity / interest at this point and some inquiries were concerned with the scope of the project being too large in scope. Kyle Closs reported that First Bank was seeing many large project being put on hold for a variety of COVID-19 and political reasons. Ron will get a meeting with our consultants on the project set up to discuss new options.

**c. Delta Avenue Parking Study**

Ron reported that Coleman Engineering was complete with the study and that they want to present their findings at the next DDA board meeting. After discussing with Scott Nowack of C.E., the meeting will include a DDDA discussion of options to help the most critical parking needs.

**d. DDA Plan Amendment / Timeline**

Ron reviewed that timeline of events since that occurred since the last DDA Board Meetings and said that all items have now been completed. This has been over a year's work and thanked all for their work and input.

**e. Farmers Market Update**

Ron said that the Market ended on October 5, 2020 three weeks early. One of the Vendors family members tested positive for COVID-19 and other vendors were concerned with continuing the Market. Several virtual meetings of the Committee were held and the consensus decision was to make 10/5/2020 the last day of the 2020 Market. Ron thanked Market manager Samantha Grzybowski for a very successful year and look forward to 2021.

## VIII. NEW BUSINESS

### a. Rialto Center Project

Patrick Johnson reported that the Rialto Center retail space was now within one spot of being totally full and there are several options being investigated to fill that spot. He said that when the original \$25,000 Engineering Study was funded, the Rialto was anticipating an MEDC 75 percent funding and the remaining 25 percent by the Rialto's owners. Things changed at MEDC and Patrick reported that they were not able to come up with the cash needed to continue. Ron reported that over \$18,000 of the Engineering Study money was expended. Patrick Johnson committed to continue working to fill the building and improve cash flow and agreed to be responsible for the full Engineering monies if not brought to a conclusion.

City Manager Buckman said that a directory of business signs would be a good way to attract traffic. Patrick said that Delta Business Solutions next door had completed a tree trimming project that made the Rialto signage much more visible.

**Motion by Derby Chase; seconded by Jay Bostwick to review this project again in one year (October 2021).**

**\*\*\*MOTION CARRIED UNANIMOUSLY\*\*\***

### b. 2020 DDA Information Meeting #1

Ron reviewed the proposed DDA Informational Meeting presentation and requested that the Board recommend presenting to the City Commission at the November 9, 2020 meeting.

**Motion by Linda Norlander; seconded by Jay Bostwick to put the Informational Meeting #1 on the City Commission meeting agenda for 11/9/2020.**

**\*\*\*MOTION CARRIED UNANIMOUSLY\*\*\***

### c. DDA Board Makeup

Ron reviewed the DDA Board makeup from Public Act 57 of 2018 which would allow the Mayor to appoint a designee for the Mayor. Ron proposed a change in the language to allow such a change to the Bylaws consistent with the law.

**Motion by Derby Chase; seconded by Kyle Closs to amend the Bylaws in II.A to read “The DDA shall consist of the mayor or his or her designee and ten members selected by the mayor, who shall be appointed by the mayor, subject to approval by a majority vote of the members of the City Commission. If the mayor chooses a designee, the designee shall be from the City Commission and shall serve for a period of at least one year.”**

**\*\*\*MOTION CARRIED UNANIMOUSLY\*\*\***

**IX. COMMENTS**

- a. City Manager – None
- b. DDA/EDC Coordinator – Ron discussed the upcoming Michigan Economic Developers Association Fall Economic Development Toolbox Virtual Conference to be held on November 13, 2020. The entry fee is \$160 and Ron plans to virtually attend. There is \$2,000 in this year’s training budget and to date none of it was spent.
- c. DDA Board Comments – Jay Bostwick and Ron Miaso discussed the plans for Old Fashioned Christmas. The normal event with Santa visits, face painting, burn barrels and kids games will not take place due to COVID-19. There will be a tree lighting ceremony on November 27 at 6:00 PM. A Home Decorating contest will be held and a Family Viewing Nights will take place on 12/18/20 from 7:00 till 8:00 PM. DDA Members will distribute candy to vehicles and Santa will wave from a Fire Truck as viewers drive by. They will also get instruction on where to view the Homes that are in the decorating contest.

**X. PUBLIC COMMENT**

**None**

**XI. ADJOURNMENT**

**Motion by Linda Norlander; seconded by Derby Chase to adjourn.**

**\*\*\*MOTION CARRIED UNANIMOUSLY\*\*\***

The DDA adjourned at 9:03 A.M.

Respectfully Submitted,

Ron Miaso, DDA / EDC Coordinator