



## City of Menominee

City Hall • 2511 10th Street • Menominee, MI 49858-1995

Phone (906) 863-2656 • FAX (906) 863-3266

April, 17<sup>th</sup> 2024

Please be informed that a meeting of the Downtown Development Authority is scheduled for Wednesday, April 17<sup>th</sup>, 2024 at 6:00 p.m. in the Municipal Complex Council Chambers.

### AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Roll Call: Mayor Hoffman, Zak Aubert (Chair), Cindi Walker (Secretary), Marion Enstrom, Lucy Pier, Cheryl Haupt, Abbey Hoijer, Julie King, Miles Villalobos, Brett Botbyl (City Manager)
4. Approval of the Agenda: Motion by \_\_\_\_\_ 2<sup>nd</sup> by \_\_\_\_\_
5. Approval of the Previous Minutes:
  - a. From 02/21/2024 - Motion by \_\_\_\_\_ 2<sup>nd</sup> by \_\_\_\_\_
  - b. From 03/20/2024 - Motion by \_\_\_\_\_ 2<sup>nd</sup> by \_\_\_\_\_
6. Public Comment (statements, not debate, limited to 5 minutes on agenda items only)
7. Financial Report (original report from City Treasurer):
  - a. Current Balance: \_\_\_\_\_
  - b. Next Fund Date: \_\_\_\_/\_\_\_\_/\_\_\_\_
  - c. See attachment for Account Activity
8. New Business:
  - a. DDA Coordinator Contract Extension
  - b. MDOT Shared Streets & Spaces Grant
9. Old Business:
  - a. Taste of Menominee
  - b. Master Plan Revision
  - c. Wayfinding Signage
  - d. Updates: RRC/TIF/RBDG
10. Standing Reports
  - a. Ad Hoc Committee
  - b. DDA Coordinator
11. Public Comment (limited to 5 minutes)
12. DDA Members Comment (limited to 5 minutes)
13. Adjournment

Requests from individuals with disabilities who need special accommodations to participate in this meeting or hearing should be made to the City Clerk's Office at 1-906-863-2656 with as much advanced notice prior to the meeting as possible.

The City of Menominee is an Equal Opportunity Provider and Employer



## **Downtown Development Authority (DDA)**

### **(Draft)**

A meeting of the Downtown Development Authority was held on Wednesday, February 21st, 2024 in the Municipal Complex Council Chambers. A call to order was made by Zak Aubert at 6:05 pm followed by the Pledge of Allegiance

**Roll Call** revealed the following:

**Present:** Zak Aubert (Chair), Marion Enstrom, Cheryl Haupt (Acting Secretary), Abbey Hoijer, Julie King, Lucy Pier, Miles Villalobos, and Brett Botbyl, City Manager.

**Absent: (excused)** Cindi Walker

**Also Present:** Ms. Erin Noha, media

There was a quorum of the DDA membership for tonight's meeting with 7 members present.

**Agenda:** A motion was made by Miles Villalobos and seconded by Lucy Pier to amend the agenda to include Cheryl Haupt as Acting Secretary for tonight's meeting (item A, New Business), and to add discussion of the Rural Business Development Grant ("RBDG") as item B, under New Business. Motion approved 7-0. Motion was made to approve the agenda as amended by Miles Villalobos and seconded by Cheryl Haupt. Motion approved 7-0.

**Minutes:** The minutes from the January 17th, 2024 DDA meeting were reviewed. A motion to approve the minutes was made by Lucy Pier and seconded by Julie King. Approved 7-0.

**Public comment:** There was no public comment. However, the entire DDA welcomed Ms. Erin Noha (Eagle-Herald reporter) back to City Council Chambers.

**Financial Report:** The first payment on the contract for the DDA Coordinator, Miles Villalobos, of \$7,500 has been made. In addition, a payment of \$1,200 has made to the Architectural Historian (Miller Preservation Services, LLC) for work necessary to apply for grants for the archway project. This leaves a balance of

\$34,722 in our account. The final tax data information will be available from the City Treasurer, Ms. Kathy Brofka, soon. The next funding cycle will be approximately \$11,000 in July of 2024.

**New Business:**

a. Cheryl Haupt will serve as Acting Secretary during this meeting, during Cindi Walkers absence.

b. The RBDG paperwork is ready to be submitted to the US Department of Agriculture for grant funding for the 10th & 10th archway project. The members of the DDA agreed to submit the grant paperwork, with the exception of the total amount requested should be changed from \$150,000 to \$265,000, which is the latest estimate from Jones Sign company. Grant submission forms were signed by the appropriate DDA members, including the current acting secretary.

We still need letters of support for this grant from small business owners in the downtown. The DDA now has its own SAM number for grant applications. The question was raised whether DDA will have to pay for their own annual audit, or whether we would do our own reporting.

**NOTE — -copies of grant application forms should be attached to end of minutes for complete records.**

c. Way finding Signage: no updates

d. Master Plan Update: Zak Aubert will speak with Ryan Susie (sp?) about this.

**Old Business:**

a. MEDC/RRC No new updates.

b. TIF District: No new update.

- c. 10th & 10th Arch Update: Payment made to Architectural Historian.

**Standing Reports:**

- a. Ad Hoc Committee: will meet next Wednesday, 2/28 at Murray's Irish Pub. A discussion ensued about how these meetings need to comply with Michigan OMA regulations, including 18 hour advance notice of meetings, and no decisions to be made at meetings. Care must be taken to avoid having a quorum present. It was also mentioned that it is only possible to amend the City Charter once every 16 years.
- b. DDA: The RBDG application is due next week, and will be submitted electronically.

**Public Comment:** None

**DDA Members Comment:** Mr. Botbyl spoke describing the Commercial Rehabilitation Act projects on First Street. The building on the SE corner of Fifth Ave and First Street with the facade degradation will be rehabbed, with ten apartment units, and the facade re-bricked. In addition, the Edward Jones building adjacent to the corner building will also have its facade re-bricked. This project will take about 18 months, at a cost of approximately \$2,000,000. The City's Commercial Rehabilitation Act funding will cover our matching funds for this project. The scaffolding at these buildings is now removed, and the front of the corner building has been covered with a temporary sheathing.

There will be another Commercial Rehabilitation Act district on 13th Street, running as far north as 38th Avenue.

**Adjourn.** Motion to adjourn was made by Lucy Pier at 7:08 pm, and seconded by Cheryl Haupt. Motion passed 7-0.

Respectfully submitted by:

Cheryl Haupt, Acting Secretary

## **Downtown Development Authority (DDA)**

A meeting of the Downtown Development Authority was held on Wednesday, March 20<sup>th</sup>, 2024 in the Municipal Complex Council Chambers. A call to order was made by Zak Aubert at 6:00pm followed by the Pledge of Allegiance.

**Roll Call** revealed the following:

**Present:** Casey Hoffman, Mayor, Zak Aubert, Marion Enstrom, Cheryl Haupt, Abbey Hoijer, Julie King, Lucy Pier, Miles Villalobos, Cindi Walker and Brett Botbyl, City Manager.

There was a quorum of the DDA membership for tonight's meeting with 9 members present.

**Agenda:** Motion was made by Cindi Walker and seconded by Cheryl Haupt to approve the agenda. Motion approved 9-0.

**Minutes:** The minutes from the February 21, 2024 DDA meeting were not included with the agenda for members to review prior to the meeting. The minutes will be sent out in advance of next month's meeting for approval. Cindi Walker motioned to table approval of the February minutes until the next meeting. Motion seconded by Julie King and approved 9-0.

**Public Comment:** No comments.

**Financial Report:** Activity since last month included payments for the DDA Coordinator contract and the Architectural Historian contract. The DDA current balance is \$34,722. The next funding cycle will be approximately \$11,000 in July of 2024.

### **New Business:**

- a. **Board Member Officiation:** DDA board members were officially sworn in and individual signatures added to the signature log.
- b. **RBDG update:** This grant was submitted by the deadline, which included the file by the architectural historian. No word has been received on the timeline for the granting decision. Other grants continue to be investigated.
- c. **Wayfinding Signage:** The group discussed its previous approval of another sign to direct traffic to the downtown on south-bound 41 after the Triangle Park sign. This project was never completed due to signage placement hurdles and other DDA priorities. Now having new DDA leadership in place, this project can be revisited. Cheryl will find the sign specifications from previous meetings and forward to Miles.
- d. **Master Plan Revision:** After the Ad Hoc Committee review of the DDA Master Plan, their recommendation is that no substantive changes to the Plan are necessary at this time but that the recertification date needs to be updated. Abbey Hoijer motioned to adopt a resolution to amend the DDA Master Plan

recertification date. The motion was seconded by Lucy Pier and roll call vote revealed all yeas, 9-0. Motioned passed to adopt the resolution and then was signed by Zak Aubert, DDA Chair and Cindi Walker, DDA Secretary and given to Miles, the DDA Coordinator for proper filing.

- e. Taste of Menominee Committee: Marion Enstrom gave a presentation about her vision to create an upscale, white tent, downtown fundraising event, with local restaurant offerings, local wine and spirits, musical or other entertainment, auction items, raffles, etc. To encourage the fundraising efforts and inspire donations, architectural renderings of how the downtown would look with murals, artwork, walkways, lighting, benches and signage symmetry would be developed based on our Master Plan. Marion is seeking volunteers to get the committee started and planning to begin for a proposed 2025 event.

**Old Business:**

- a. RRC/TIF/Archway Updates: No updates this month on these topics. Miles will discuss the TIF next meeting.

**Standing Reports:**

- a. Ad Hoc Committee: The committee continues to meet almost every Wednesday at a different location within the downtown area. The committee's purpose is to continue discussion on DDA priorities outside of the one hour full board monthly meetings and to bring those ideas and research to the monthly meetings to get more accomplished.
- b. DDA Coordinator: No individual report.

**Public Comment:** None

**DDA member Comments:** Mayor Casey Hoffman stated that beginning in May and through the summer/early fall, the MDBA will be hosting a weekly- Thursday night- "Waterfront Market". Planning is underway and excitement is building for this new addition to downtown events.

Julie King commented that Sturgeon Bay has a Community Bonfire night that is very well attended with lawn games, food and entertainment.

**Next Meeting:**

Next regular meeting: Wednesday, April 17, 2024, 6pm, City Council Chambers

**Adjourn:**

Motion to adjourn was made by Lucy Pier at 7:14pm and seconded by Miles Villalobos. Motion passed 9-0.

Respectfully submitted by:  
Cynthia Walker, DDA Secretary