

**MANISTEE DOWNTOWN DEVELOPMENT AUTHORITY**  
**MEETING MINUTES OF WEDNESDAY, FEBRUARY 28, 2024**  
**1:30 P.M., WSCC EDUCATION CENTER**  
**400 RIVER STREET, MEETING ROOM B**

**PRESENT:** Kyle Mosher, Karen Goodman, Bruce Allen, Bill Gambill, Deanna Marsh,  
Tyler Leppanen, Lindsey Swidorski

**ABSENT:** Sammie Lukaskiewicz

**ALSO PRESENT:** Nicole Kaminski, Sara Herberger, and Kyle Kotecki - Manistee News  
Advocate

1. Call to Order  
Meeting called to order by the Chair at 1:30 p.m.

2. Approval of Agenda

MOTION by Bill Gambill, second by Bruce Allen to adopt the agenda as presented.  
Voice vote—Motion approved.

3. Public Comment  
None

4. DDA Streetscape Priorities

- a. General discussion on streetscape thoughts and priorities.
- b. Further takeaways included:
  - i. General agreement on focusing on basic infrastructure - streets, sidewalks, crosswalks
  - ii. Further analysis is needed on traffic flow changes, especially River Street becoming 2-way
  - iii. Key to identifying the city's contribution and what enhancements DDA can fund
  - iv. Look at other timelines for other projects that will happen in the future such as Washington Street and US -31
  - v. Get cost estimates from the engineering firm once the scoop is defined
- c. Establish a process for working with this. There will be a series of conversations and meetings and what does it look like moving forward
- d. Tiff Plan discussion - look at the priorities and make sure it doesn't cross over with any of the streetscape priorities
- e. Follow-Ups Include:
  - i. Board members to rank streetscape priorities individually
  - ii. Meet with the City on base infrastructure projects and timeline
  - iii. develop a scope for an engineering firm to provide costs



5. Budget (FY July 1, 2024 - June 30, 2025)

a. Discussion included a walkthrough of the budget:

- i. Ed Bradford recommended a 4% increase to the TIFF Revenue line item. The board would like to see funds to be in line with the current actual revenue.
- ii. Create a separate line item for investment interest income and Facade Grant Income from MEDC match
- iii. Enhanced City Services - Chair Mosher and Bill Gambill have worked out an agreement of \$32,500.
- iv. Combine the DDS Design Project Fund and Downtown Decorations line items. Increased to \$40,000
- v. Remove Housing Project line item
- vi. Annual Audit - The city of Manistee Signed an agreement for the next five years with Anderson and Tackman Firm. Increased the budget to \$2,000.
- vii. Downtown Dollars will expire in 2025 - leave in budget
- viii. Riverwalk Plaza: Easements submitted and permits are in place. Recommended to budget the full \$240,000.
- ix. Discussion on DDA to contribute with an activity during Sleighbell. This would fall under projects including the event trailer. Added \$10,000 for contribution.
- x. When planning an event trailer, it's important to determine the size and equipment needs strategically. Allocate \$20,000 initially and reassess each year. This item falls under projects.

MOTION by Tyler Leppanen, second by Karen Goodman to approve the FY 2024/2024 Draft Budget.

Voice vote—Motion approved.

6. Public Comment

None

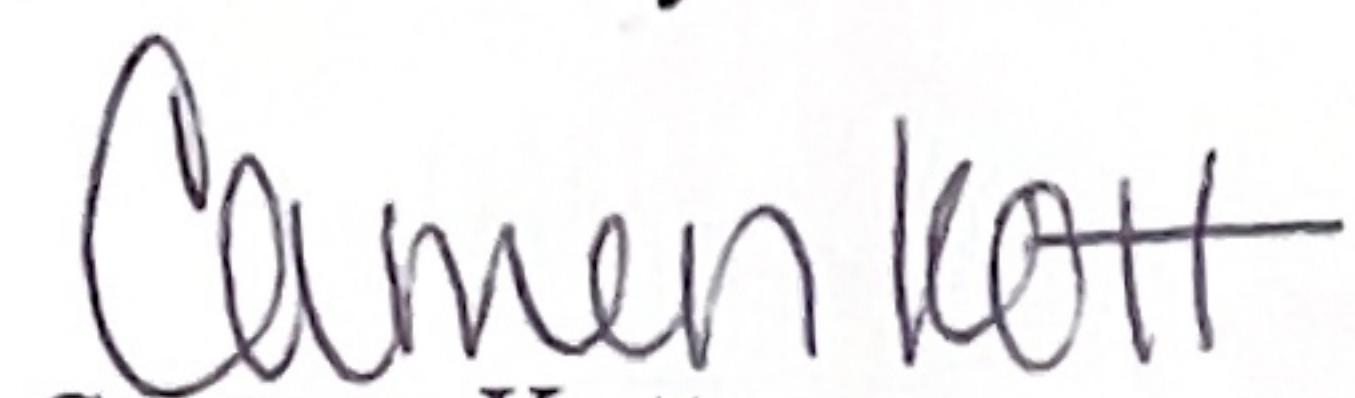
7. Board Comments

None

8. Adjourn

Next meeting is scheduled for Wednesday, March 13, 2024, at 8:30 a.m. in the WSCC Education Center, 400 River Street.

MOTION by Deanna Marsh supported by Bruce Allen to adjourn at 2:52 p.m.



Carmen Kott

Acting Recording Secretary