

**MANISTEE DOWNTOWN DEVELOPMENT AUTHORITY
MEETING MINUTES OF WEDNESDAY, MAY 8, 2024
8:30 A.M., WSCC EDUCATION CENTER
400 RIVER STREET, MEETING ROOM B**

PRESENT: Kyle Mosher, Bruce Allen, Bill Gambill, Deanna Marsh, Tyler Leppanen, Lindsey Swidorski, Ben Crowley, Sammie Lukaskiewicz, Karen Goodman

ABSENT:

ALSO PRESENT: Stacie Bytwork, Andrew Stafford, Councilmember Pratt, Barry Lind - PEG TV

1. **CALL TO ORDER**

Meeting called to order by the Chair at 8:30 a.m.

2. **APPROVAL OF AGENDA**

Board Chair Mosher asked for an amendment to add - Tree Removal under New Business on the agenda.

MOTION by Bruce Allen, second by Bill Gambill to amend and adopt the agenda to include Tree Removal under New Business.
Voice vote—Motion approved.

3. **PUBLIC COMMENT**

None

4. **APPROVAL OF MINUTES FROM THE APRIL 10TH, 2024 REGULAR MEETING**

MOTION by Bruce Allen, second by Deanna Marsh to approve the minutes from the April 10, 2024, Regular Meeting.

5. **APPROVAL OF FINANCIAL REPORTS**

MOTION by Deanna Marsh, second by Sammie Lukaskiewicz to approve the April 2024 financials.

Voice vote—Motion approved

6. **EXECUTIVE REPORTS**

- a. Coming up in June is the last month before the fiscal year is done and cleaning up any last minute payments. In August will be the start of another audit for the DDA.
- b. On Tuesday, May 7th, the Manistee City Council approved the DDA budget.

7. **REPORTS FROM AD HOC COMMITTEES**

1. Facade Grant

- a. Carmen Kott provided an update on the site grant program, noting that the grant application contracts have been sent out to the five recipients and construction is expected to begin soon.

2. Streetscape

- a. The board discussed the streetscape project, noting that the subcommittee has been working to narrow down the elements they want to include and potentially create a rendering to help visualize the plan.

- b. Adding Sammie Lukaskiewicz to the adhoc committee.

3. Social District / Events

- a. The board discussed the social district and events, noting that they still have a checklist and guidelines to work through, and that the signage for the social district has been updated. There was also a discussion about the process for event organizers to navigate the city's requirements.

4. Riverwalk

- a. Bill Gambill provided an update on the Riverwalk project, noting that the final updated cost estimates have been sent to the EDA for approval, and that they are working to get the project out for bid. The board discussed considerations around the construction timeline and impact on the community.

8. **Old Business**

1. Bridge Update

- a. Bill provided an update on the bridge project, noting that the electricians have completed their work and they are still aiming to have one lane of traffic open on the bridge soon, with potential for additional closures later.

2. Eagle Radio Advertisement Proposal

- a. Mark Sandstedt presented a proposal for a collaborative advertising campaign with local merchants, similar to what was done the previous year. The board discussed the value of the campaign and agreed to consider it as part of the upcoming budget.

MOTION by Karen Goodman, second by Deanna Marsh to support the Eagle Advertisement Proposal.

Voice vote—Motion approved

3. Tax Increment Financing

- a. The adhoc committee consisted of Bruce Allen, Tyler Leppanen and Bill Gambill are looking at guidelines and application processes.

9. NEW BUSINESS

1. Dumpster Enclosure

- a. Discussion on trash services in downtown Manistee along with who's responsible for this. The board discussed the ongoing partnership and responsibilities between the DDA and the city, with a focus on maintaining services and enhancing the downtown area.

2. Tree Removal

- a. A proposal was provided for two trees to be removed from the DDA parking lot next to Dick's Babershop. The issue is that the trees are overgrown and causing issues with the asphalt.

MOTION by Deanna Marsh, second by Ben Crowley to approve the expense and removal of the trees in the DDA parking lot.

Voice vote—Motion approved

10. PUBLIC COMMENT

Councilmember Seth Pratt

- Concerns about the gray area regarding the City Services Agreement and what the services look like.
- Had a building owner reach out regarding the concern about the sidewalks. Wanted to make sure that it was clear on the process of reporting any comments or concerns.

Barry Lind

- Outlook on DDA standard practices in our community vs. other areas.

11. BOARD COMMENTS

Sammie Lukaskiewicz - Don't forget to vote for Best Beach for USA Today and our summer visitor guides are here and will distributed downtown next week.

12. ADJOURN

Next meeting is scheduled for Wednesday, June 12, 2024, at 8:30 a.m. in the WSCC Education Center, 400 River Street.

MOTION by Deanna Marsh supported by Lindsey Swidorski to adjourn at 9:20 a.m.

Carmen Kott

Carmen Kott
Acting Recording Secretary