

**MANISTEE DOWNTOWN DEVELOPMENT AUTHORITY
MEETING MINUTES OF WEDNESDAY, JUNE 19, 2024
8:30 A.M., WSCC EDUCATION CENTER
400 RIVER STREET, MEETING ROOM B**

PRESENT: Kyle Mosher, Bruce Allen, Bill Gambill, Deanna Marsh, Lindsey Swidorski, and Sammie Lukaskiewicz

ABSENT: Karen Goodman, Tyler Leppanen, and Ben Crowley

ALSO PRESENT: Andrew Stafford, Councilmember Grabowski, Councilmember Pratt, Jeff Mikula - DPW, and Nicole Kaminski

1. Call to Order
Meeting called to order by the Chair at 8:37 a.m.

- 2. Public Hearing - Approval of 2024/2024 Budget
 - a. Public Comments
 - i. None
 - b. Discussion / Approval
 - i. Comment made by Deanna Marsh regarding a surplus of \$236 from the Frostbite Festival.

MOTION by Bill Gambill, second by Sammie Lukaskiewicz to approve the submitted 2024/2025 budget for the next fiscal year. Voice vote—Motion approved.

3. Approval of Agenda

MOTION by Bill Gambill, second by Deanna Marsh to amend the agenda to include “DDA Recommendation to City Council for support of MDOT shared street initiative.”

MOTION by Sammie Lukaskiewicz, second by Lindsey Swidorski to adopt an amended agenda. Voice vote—Motion approved.

4. Public Comment

- a. None

5. Approval of Minutes from the May 8, 2024 Regular Meeting

MOTION by Bruce Allen, second by Deanna Marsh to approve the minutes from the May 8, 2024, Regular Meeting.

6. Approval of Financial Reports

MOTION by Bruce Allen, second by Lindsey Swidorski to approve the May 2024 financials. Voice vote—Motion approved

7. Executive Report

- a. DDA is currently in the last month (June 2024) of the fiscal year.
- b. Provided financial updates noting that some invoices will require approval in the July meeting from the FY23/24.

8. Reports from Ad Hoc Committees

a. Facade Grant

- i. Looking for individuals to serve on an Ad Hoc committee to review the facade grant guidelines and application process. Committee includes; Sammie Lukaskiewicz, Kyle Mosher, and Andrew Stafford.
- ii. Money is available for the next round of funding taking place in July and interested businesses have reached out.

b. Streetscape

- i. Results of the RFQ for renderings will be presented at the next meeting. renderings will provide clarity and support for additional funding.
- ii. The Streetscape scope has yet to be clearly defined but looking at a timeline of 2026.

c. Social District / Events

- i. A draft of the DDA Event Trailer and guidelines will be available for review at the next meeting along with items that will be suggested for purchase.

d. Riverwalk

- i. No bids were received by the June 14, 2024 deadline date. Looking at the scope to see if any parameters need to be changed. Collaboration with EDA has extended the timeline for substantial completion to September 2025, previously May 2025.

9. Old Business

a. Budget - City Services Agreement

MOTION by Bill Gambill, second by Deanna Marsh to approve the City of Manistee and Manistee Downtown Development Authority Service Agreement in the amount of \$32,500.

Roll Call Vote:

Ayes: Deanna Marsh, Sammie Lukaskiewicz, Bruce Allen, Lindsey Swidorski, Bill Gambill, Kyle Mosher

Nays: None

b. Bridge Update

- i. The hold up is the hinge walkways which are scheduled to be delivered and installed next week. Best-case scenario, the bridge may open the week of June 24th; worst case, before the Fourth of July. The bridge can be safely open to vehicular traffic, but not pedestrian traffic.
- ii. Discussion on Mapquest/Google Maps on updating the route information.

c. Shine

- i. Kyle Mosher contacted Top Line Electric to determine if power could be sourced for LED tree lighting near the fountain.
- ii. Permission from the Manistee County Community Foundation has been obtained to add more lighting to trees near the fountain.
- iii. Currently waiting on an estimate from Top Line Electric regarding the installation of outlets.

d. Trash Receptacle

- i. A contract between DDA and LRH for a trash receptacle was discussed. The receptacle would be placed on LRH property to be paid for and used by specified restaurants

MOTION by Bruce Allen, second by Sammie Lukaskiewicz, to sign the lease agreement.

MOTION by Bill Gambill, second by Sammie Lukaskiewicz, to amend the lease agreement to ensure trash receptacles are contingent on compliance rules and regulations with the current city ordinances.

10. New Business

- a. "DDA Recommendation to City Council to Support MDOT Shared Street and Spaces Grant"
 - i. Discussion included a review of the downtown map, angle parking, does it make sense with the current streetscape study, and as well as understanding the opportunities that come with supporting this recommendation.

MOTION by Lindsey Swidorski, second by Deanna Marsh that the DDA recommends to City Council the approval of a grant application for enhancing pedestrian and biking access on River Street in front of the Manistee Marina.

- b. "DDA Recommendation to City Council to Repeal Ordinance 1028.01 - River Street Traffic Flow, Parking, & Amenities"

MOTION by Bruce Allen, second by Lindsey Swidorski to recommend City Council to Repeal Ordinance 1028.01 - River Street Traffic Flow, Parking, & Amenities.

c. Downtown Window Appearance

- i. Discussion on the window appearances of vacant properties along River Street.
- ii. Draft letters to businesses and property owners and further discussion on the topic to occur at the next meeting.

11. Public Comment

- a. None

12. Comments by Board Members

- a. Andrew Stafford: Presented a concern on behalf of Gordie Heinold regarding the flower beds along the Riverwalk. Suggestion of adding fencing around the flowerbeds to keep dogs out.

13. Adjourn

Next meeting is scheduled for Wednesday, April 10, 2024, at 8:30 a.m. in the WSCC Education Center, 400 River Street.

MOTION by Bill Gambill supported by Sammie Lukaskiewicz to adjourn at 9:57 a.m.


Carmen Kott
Acting Recording Secretary