

**Manistee DDA Design Committee
February 28, 2019
Meeting Minutes
Chamber of Commerce**

1. Call to Order

Meeting was called to order at 8:06am by Barry Lind

Present: Lind, Kyle Mosher, Shari Wild, Stacie Bytwork, Jeff Mikula, Janet Duchon

Absent: Jeff Reau

Also Present: Tom Kaminski, Matt Biolette

2. Approval of Agenda

Motion by Mosher, support by Bytwork to approve agenda as presented. M/C

3. Approval of Minutes

Motion by Wild, support by Mosher to approve the meeting minutes from January 17, 2019. M/C

4. Public Comment: None

5. Reviewed status of 2018 projects

- **Parking Signage** – Mikula presented examples of standard parking signage and a map of locations to install signs for public parking lots in the downtown district. Mikula also provides cost estimates for the procurement of signs and poles.

Motion by Mosher, support by Wild to recommend to that the DDA Board allocate up to \$4,500 from fund balance to procure signs for DPW to install with a goal of completing this project by summer. M/C

- **MSU Project** – Kaminski had hard copies of the MSU study available, the committee requested that Kaminski email electronic copies to the committee as well.

- **Downtown Garbage** – Copies of the draft minutes from the City Ad Hoc Refuse Committee were distributed. A presentation was given by Matt Biolette from Republic Services on options for garbage corrals as recommended by the Ad Hoc Refuse Committee.

Motion by Wild, support by Bytwork to recommend that the DDA Board support the Ad Hoc Committee's recommendations, specifically:

- 1) The elimination of trash pickup on River St through a City ordinance change
- 2) Siting of garbage corrals within the district
- 3) DDA cost participation in the capital costs of constructing garbage corrals in an amount not to exceed \$50,000.

M/C

- **Facade Grants** – No activity

6. Reviewed status of other committee projects

- **Landscaping Contract** – Mikula and Mosher will work on a draft contract for 2019

- **Blight** – Wild will draft letter to City on DDA concerns. Wild also provided an update on the Gordon/Rozmarek HDC Permits Due to expire at the March 7th HDC meeting. Wild and Lind intend to be present at this HDC meeting to provide public comment.

7. Old Business

- **Flowers/Watering/150th Banners**

Lind with the help of Kaminski provided copies of the current Watering contract, copies of the flower invoice from 2018 along with recommendations for locations for 150th Anniversary Banners.

Motion by Mosher, support by Duchon to recommend that the DDA Board allocate funds to procure 39 banners and mounting hardware to be placed on the non-monument poles located on River St within the DDA District at an estimated cost of \$3,500.

M/C

Motion by Wild, support by Duchon to continue procuring the Flower baskets from Weesies.

M/C

Duchon will notify Weesies after getting an updated basket count from Lind.

After discussion it was decided to include the flower watering in the contract with DPW for Landscaping as DPW is pursuing equipment to do watering potentially in support of a return of the Blossom Boulevard project.

- **2019 Projects**

The committee recommends that the DDA Board allocate funds in the upcoming budget for the following projects under the oversight of the Design Committee:

- 1) Paver Leveling
- 2) Purchase the "Art Park"
- 3) Painting of the Trash Cans and Flower Planters within the district
- 4) Create a Capital Improvement Plan for the Riverwalk
- 5) Move the "American Cleaners" Project forward

The committee also recommends keeping the Facade Grant program at the current funding level.

8. New Business: None

9. There being no further business to conduct, the meeting was adjourned at the call of the Chair at 10:25 am.

10. Next meeting Thursday, March 21st, 8:00 am at the Chamber